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BACKGROUND

The Division expects that all its teachers will consistently meet or exceed the "Teaching Quality Standard" established by the Department of Education, set out in Ministerial Order #016/97 a copy of which is attached as Appendix 1. Teachers, Principals, Superintendents and the Board of Education each have responsibilities to ensure the achievement of this standard.

GUIDELINES

A. Supervision

Supervision consists of those actions and practices of school administrators set out in the Board's **Policy GCM** entitled Teacher Effectiveness Framework.

B. Evaluation

1. An evaluation may be conducted
 - 1.1. upon the written request of the teacher;
 - 1.2. for purposes of gathering information related to a specific employment decision such as but not limited to granting a continuous contract or making a recommendation for permanent certification;
 - 1.3. for purposes of assessing the growth of the teacher in specific areas of practice; or when, on the basis of information received through supervision, the Principal has reason to believe that the teaching of the teacher may not meet the Teaching Quality Standard.
2. Evaluation shall follow a process that is fair, and that generally adheres to the procedures set out in this **Policy GCN**.
3. Principals shall evaluate the teachers employed in their schools. In addition, a Superintendent, possibly the Division Principal, or both, as determined by the Superintendent will normally conduct evaluations in concert with the Principal.
4. When initiating an evaluation, the Principal must communicate explicitly to the teacher:
 - (i) the reasons for and purposes of the evaluation, including reference to specific KSA's (Knowledge, Skills and Attributes) set out in the Teaching Quality Standard that are in issue
 - (ii) the process, criteria and standards to be used,
 - (iii) the timelines to be applied,
 - and (iv) the possible outcomes of the evaluation.
5. The appropriate standards for the evaluation considering both the contractual status of the teacher being evaluated and the purpose of the evaluation shall be applied.



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PROCEDURES

A. Notice of Evaluation

Where the Principal determines pursuant to Guideline B.1 that an evaluation of a teacher's performance should be undertaken, the Principal shall inform the teacher, in accordance with the requirements of Guideline B. 4 and shall inform the Superintendent. The Superintendent and Principal will meet, with the teacher after the teacher has received the advice from the Principal that an evaluation will be conducted to review the matters set out in the Notice of Evaluation and make any adjustments to the content of the Notice as may be considered fair. The Principal will prepare and deliver to the teacher a written account of the meeting.

B. Evaluation

Evaluation of teachers who do not possess a permanent professional certificate and/or a continuing contract of employment

1. The Superintendent and the Division Principal, or either, or both, as determined by the Superintendent, and the school Principal will each complete at least two formal written evaluations, with the first being completed by the end of January and the second being completed by April 30 in the current school year.
2. Evaluations will focus on judging the degree to which the teacher possesses and applies the appropriate Knowledge, Skills and Attributes as outlined in Appendix I - *Ministerial Order 016/97*.
3. The Superintendent shall make a recommendation pertaining to the teachers employment in a final report to be prepared based on the evaluations.

Evaluation of teachers holding a permanent professional teaching certificate employed under a continuing contract and who are deemed to be meeting or exceeding the Teaching Quality Standard

1. Either a school Principal or a Superintendent, may conduct these evaluations.
2. These evaluations will be initiated by a written request from the teacher.
3. Situations in which such an evaluation may be initiated include, but are not limited to the following:
 - a) after a transfer;
 - b) after a major change in teaching assignment;
 - c) when a teacher wants feedback on a new teaching approach or program;
 - d) when a teacher is considering a change of position or wants an employment reference.



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Evaluation of teachers whose performance may not be meeting the Teaching Quality Standard

1. In the event that information received through supervision warrants an evaluation of a teacher's performance, in the opinion of the Principal, the Division Principal, and one or both of the Division Principal and the Superintendent, shall conduct an evaluation, based on not less than two observations of the teacher's teaching and shall determine if all aspects of the teacher's practice meet the Teaching Quality Standard.
2. Within thirty (30) calendar days of the completion of the evaluation, the Principal shall prepare a report and shall include recommendations pertaining to the need for the teacher to remediate his or her practices (if applicable).
3. The Principal, the Superintendent and the teacher shall meet to discuss the evaluation and the teacher shall be given an opportunity to append any written comments to the report provided that such comments are received within fourteen (14) days of the date the report is given to the teacher. The evaluation, together with the teacher's comments, shall be placed in the teacher's personnel file.
4. When the Principal's report determines that a teacher's practice does not meet the Teaching Quality Standard, the Principal or Superintendent shall issue a Notice of Remediation to the teacher, provided that:
 - a) A Notice of Remediation shall comply with the definition provided in this policy.
 - b) The teacher may develop a Teacher Assistance Program in consultation with the Principal and Superintendent, which shall be incorporated into the Notice of Remediation to the extent reasonably possible and advisable in the opinion of the Principal and Superintendent with those provisions being specifically noted as having been generated by the teacher.
 - c) The Principal, Superintendent and Division Principal shall provide any reasonable assistance and/or resources as requested by the teacher.
 - d) After no more than 100 school days, from the issue of the Notice of Remediation a subsequent evaluation is to be undertaken by the Principal, the Division Principal, if involved in the initial evaluation, and the Superintendent to be based on not less than two observations of the teacher's teaching.
 - e) If the Superintendent concludes that the teacher's practice now meets or exceeds the Teaching Quality Standard, the regular supervision cycle will resume.
 - f) If the Superintendent concludes that the teacher's practice does not meet or exceed the Teaching Quality Standard, then the Superintendent will:
 - i) offer an additional period of remediation to the teacher, if the Superintendent believes significant but not sufficient improvement has occurred and that such that further remediation is likely to succeed; and/or
 - ii) change the teacher's assignment, if the Superintendent is of the opinion that such a change will permit the teacher to succeed and any perceived difficulties in any area of teaching practice can be effectively eliminated



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- iii) by such a change; or
recommend to the Board of Education to terminate the teacher's contract of employment.

GENERAL

This policy does not restrict:

1. A Principal, a Superintendent, or the Division Principal from taking disciplinary or other action, as appropriate, where any one of them has reasonable grounds for believing that the actions or practices of a teacher endangers the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Board, or
2. The Board or the Superintendent from taking any action or exercising any right or power under the School Act.
3. The teacher shall have an opportunity to discuss the evaluation with the evaluator and to append additional information to an evaluation report as provided above.
4. Teachers have the right to request of the Superintendent that an additional evaluator, to be selected by the Superintendent, be assigned when a Notice of Remediation has been issued if the evaluations flowing from that process indicate that the teacher has not meet the Teaching Quality Standard and the Superintendent has not initiated either a further period of remediation or change of assignment.

DEFINITIONS

“Evaluation” is the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by a Principal or Superintendent in determining whether one or more aspects of a teacher's practice exceeds, meets or does not meet the Teaching Quality Standard.

“Principal” means a Principal as defined in the School Act.

“Division Principal” means a person or persons designated in that capacity by the Board.

"Notice of Remediation" means the written statement issued by a Principal or Superintendent to a teacher where the Principal's report flowing from the evaluation of the teacher has determined that a teacher's practice does not meet the Teaching Quality Standard. Such a statement describes:

1. The behaviours or practices that do not meet the Teaching Quality Standard and the changes required;
2. The remediation strategies the teacher is advised to pursue, and
3. How the determination will be made that the required changes in behaviour or practice have taken place, the standards that will be applied, applicable timelines, and the consequences of



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not achieving the required changes and standards including, but not limited to, termination of a teacher's contract of employment.

“Supervision” is the on-going process by which a Principal carries out duties and exercises education leadership in respect to teachers and teaching required under Board **Policy GCM**- Teacher Effectiveness Framework, and section 15 of the School Act.

“Superintendent” means any person designated as a Superintendent by the Board, and includes any person delegated by the Superintendent, to carry out any function on behalf of that person

“Teaching Quality Standard” (see Appendix I - *Ministerial Order 016/97*)

Legal References & Links

The School Act

Ministerial Order (#016/97) - Exhibit I

Teacher Growth, Supervision and Evaluation