



## AP 4 – 13 Teacher Evaluation

<b>Related Policies:</b>	<b>Initial Approval:</b>
<b>Related Procedures:</b>	<b>Last Amended:</b> 2019 December 17
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2019 December 17

### PURPOSE

The expectation is that all teachers will consistently meet or exceed the "Teaching Quality Standard" established by the Department of Education. Teachers, Principals, Vice Principals, Superintendents each have responsibilities to ensure the achievement of this standard.

### SCOPE

This procedure applies to all Teachers.

### 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 *Education Act* or the Vice Principal when the Principal designates duties to the Vice Principal.

"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 when the evaluation of the Teacher confirms that a Teacher's practice does not meet the Teaching Quality Standard. A notice of Remediation 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 not achieving the required changes and standards, including but not limited to, the termination of the 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 Administrative Procedure 4-12 Teacher Supervision and Professional Growth Plans, and Section 197 of the *Education 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.

"Teacher" means a Teacher as defined in the School Act who is employed by the Board:

1. under a probationary contract;
2. under a continuing contract;

3. under an interim contract at the start of the school year and intended to last for more than three (3) months
4. under a temporary contract at the start of the school year and intended to last for more than three (3) months

## **PROCEDURES**

### **Supervision**

Supervision consists of those actions and practices of Principals set out in Administrative Procedure 4-12 entitled Teacher Supervision and Professional Growth Plans.

### **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;
  - 1.4. 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. Principals shall evaluate the Teachers employed in their schools. In addition, the Superintendent, the Division Principal, or both, as determined by the Superintendent will possibly conduct evaluations in concert with the Principal.
3. 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 competencies 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.
4. 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.

#### **A. Notice of Evaluation**

Where the Principal determines pursuant to the Guideline B.1 that an Evaluation of the Teacher's performance should be undertaken, the Principal shall inform the Teacher, in accordance with the requirements of Guideline B3 and shall inform the Superintendent. The procedure for issuing a Notice of Evaluation is as follows:

- a) The Superintendent or designate and Principal will meet with the Teacher to review the matters set out in the Notice of Evaluation.
- b) Adjustments may be made to the content of the Notice of Evaluation by agreement.
- c) The Principal will prepare and deliver to the Teacher and Superintendent or designate, a written account of the meeting.

#### **B. Guideline**

B1. Evaluation of Teachers who do not possess a permanent professional certificate and/or a continuing contract of employment

1. The evaluation team may consist of the Superintendent or designate, the Division Principal and the School Principal. At least two formal written Evaluations will be completed, 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 determining the degree to which the teacher possesses and applies the competencies set out in the Teaching Quality Standard.
3. The Superintendent shall make a recommendation pertaining to the Teacher's employment in a final report to be prepared based on the Evaluations.

B2. 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 the Superintendent or a school Principal, 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.

B3. Evaluation of teachers whose performance may not be meeting the Teaching Quality Standard

1. In the opinion of the Principal, if the information received through Supervision warrants an evaluation of a Teacher's performance, the Superintendent will be notified. One or more of the Superintendent or designate, the Division Principal, or the Principal shall conduct an evaluation based on no 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 last of the evaluators under step 1 above, 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. The Teacher shall be given an opportunity to append any written comments to the report, provided that such comments are received within fourteen (14) calendar 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 report of the last of the evaluators under step 1 above determines that a Teacher's practice does not meet the Teaching Quality Standard, the 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 Administrative Procedure.

- 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 one hundred (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 (2) observations of the Teacher's teaching by each evaluator.
- e) If the Superintendent concludes that the Teacher's practice now meets or exceeds the Teaching Quality Standard, a letter stating that the regular Supervision cycle will resume, will be placed in the Teacher's personnel file.
- 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 by such a change; or
  - iii) recommend to the Board of Education to terminate the Teacher's contract of employment if necessary under the Education Act.

This Administrative Procedure does not restrict:

1. The Superintendent, Principal 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 *Education 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 met the Teaching Quality Standard, and the Superintendent has not initiated either a further period of remediation or change of assignment.

## REFERENCE AND LINKS

*Education Act*

*Teaching Quality Standard*

Administrative Procedure 4-12 Teacher Supervision and Professional Growth Plans

**HISTORY**

2012 June	Reviewed by legal
2018 June	Reviewed by legal
2018 June	Amended
2019 Dec 17	Reviewed