

## Administrative Procedure 405

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Last Revised: September 2014

# TEACHER EVALUATION

## Background

Evaluation of teachers is required by Alberta Education Policy 2.1.5 – Teacher Growth, Supervision and Evaluation, and the need of the Superintendent for the purpose of making decisions regarding professional growth, employment and certification.

## Procedures

1. All teachers and administrators are required to become familiar with Alberta Education Policy 2.1.5 – Teacher Growth, Supervision and Evaluation and Ministerial Order 016/97 – Teaching Quality Standard. These documents and the procedures contained in Administrative Procedure 405 – Teacher Evaluation define the basis, content and manner in which teacher evaluation will be carried out in the division.
2. Evaluation may be initiated by the teacher, by the school Principal, by the Superintendent, or by the Deputy Superintendent.
3. All reports generated during the evaluation process shall be signed by both parties and kept in the teacher's personnel file secured appropriately, with a copy provided to the teacher before the report is formally submitted.
4. The teacher shall be informed of the right to the assistance of a mentor or peer support team throughout the evaluation process.
5. Teachers may review their own evaluation records at any stage of the evaluation process.
6. The teacher shall have opportunity to add comments to all written reports pertaining to the evaluation.
7. The following will apply to all teachers holding continuing contracts:
  - 7.1 Before an evaluation is performed, the teacher must receive or submit written notification, a copy of which must be kept in the individual teacher's secured personnel file.
  - 7.2 The Principal shall convene a conference with the teacher after notification and before formal observation, during which evaluation policy and procedure, teacher expectations reporting procedures, and appeal procedures shall be communicated and discussed with the teacher.

- 7.3 The following shall be included by school administrators in the evaluation process:
    - 7.3.1 Multiple observations based on the established criteria.
    - 7.3.2 Frequent conferencing.
    - 7.3.3 A formal written report based on the established criteria containing descriptive assessments in the major performance areas which may include strengths, directions for growth and recommendations.
  - 7.4 Where remediation is necessary to raise the quality of a teacher's instruction to an acceptable level:
    - 7.4.1 The teacher must be notified that a program of remediation will be initiated.
    - 7.4.2 The program of remediation will stipulate the required improvements in the teacher's practice and a timeline for achieving them.
  - 7.5 At the end of the time allotted for the teacher to make the required improvements, the school administrator shall conduct another evaluation. The administrator will then write a report containing the assessment and recommendations. Either the teacher's performance will be satisfactory, or the Principal will inform the teacher and recommend to the Superintendent, termination of the teacher's contract.
  - 7.6 Upon receiving an unfavourable evaluation, a teacher may request a review of the Principal's decision by the Superintendent.
  - 7.7 If as a result of the review it is decided another evaluation needs to be conducted, it will be done by an individual holding a professional teaching certificate, chosen by the Superintendent, and adequately trained in evaluation procedure and practice.
  - 7.8 The Superintendent, upon receipt of the final evaluator's report, shall then assume responsibility for further action.
8. The following will apply to teachers on probationary or interim contracts. It may also apply to teachers with temporary contracts depending on the availability of principal or designate to perform the evaluation process.
- 8.1 At the time a teacher enters into such a contract with the Holy Spirit Catholic Schools, the teacher will receive written notification that an evaluation will take place during the first six weeks of the contract and shall receive a copy of the Division Expectations of Teachers pertaining to teacher evaluation.
  - 8.2 The Principal shall convene a conference with the teacher after this notification and before formal observation. Evaluation procedures, performance criteria, reporting procedures and appeal procedures shall be discussed with the teacher.

- 8.3 The following shall be included in the evaluation process:
    - 8.3.1 A minimum of three classroom observations carried out by school-based administration.
    - 8.3.2 The classroom observations must be based upon established criteria.
    - 8.3.3 Two of the classroom observations shall be completed during the first half of the term of the contract, and the other classroom observation shall be completed during the first three quarters of the term of the contract.
    - 8.3.4 Frequent conferences where observations and assessments are communicated.
    - 8.3.5 A formal written report based on the established criteria containing descriptive assessments in the major performance areas. This may include comments on strengths, directions for growth and recommendations. Where remediation is necessary to raise the quality of a teacher's instruction to an acceptable level, the report shall make clear the expectations and opportunities for improved practice and set a reasonable timeline for improvement.
  - 8.4 If remediation is necessary, the evaluator shall perform a reasonable number of observations to assess the performance level. The evaluator shall write a report containing the assessment and recommendations that will be forwarded to the Superintendent.
  - 8.5 Following the completion of this process, the teacher may appeal the decision of the evaluation report to the Superintendent.
9. The following will apply to teachers eligible for permanent certification:
- 9.1 After sending written notification of evaluation, the Principal shall convene a conference with the teacher before formal observations begin. During this conference evaluation policy and procedure, performance criteria, reporting and appeal procedures shall be communicated and discussed with the teacher.
  - 9.2 The following shall be included by administrators as part of the evaluation process:
    - 9.2.1 A minimum of two observations.
    - 9.2.2 Frequent conferencing.
    - 9.2.3 A formal written report based on the established criteria containing descriptive assessments in major performance areas. These may include areas of strength, directions for growth and recommendations. Where remediation is necessary to raise the quality of a teacher's instruction to an acceptable level, the report shall make clear the expectations

and opportunities for improved practice and set a reasonable timeline for improvement.

- 9.3 Following the completion of this process the teacher may appeal the decision of the evaluation report to the Superintendent.