

Administrative Procedure 422 – Appendix C

EVALUATION OF A TEACHER

1. The evaluation of a teacher by a Principal 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;
 - 1.3 For purposes of assessing the growth of the teacher in specific areas of practice;
 - 1.4 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. On initiating an evaluation, the Principal must meet with the teacher to communicate explicitly the
 - 2.1 Reasons and purposes for the evaluation;
 - 2.2 Process, criteria, and standards to be used;
 - 2.3 Timelines to be applied; and
 - 2.4 Possible outcomes of the evaluation.
3. The Principal is the primary evaluator. Other school-based administrators may be asked to share in this responsibility.
4. In situations where other administrative personnel are involved, the Principal retains the responsibility, must review the evaluation, and note there is concurrence with what is stated. The Principal must also sign the evaluation form.
5. The teacher is to be involved in all levels of the evaluation process.
6. Upon completion of an evaluation, the Principal will provide to the teacher the original completed evaluation report which includes a determination of the standard of performance.
7. When, as a result of an evaluation, a Principal determines that the teacher does not meet the Teaching Quality Standard in one or more areas, the Principal must initiate the Phase 2 Process as outlined in Administrative Procedure 422 Appendix D.
8. The teacher has the right to request a review of or appeal an evaluation report. See below.
 - 8.1 A teacher who does not agree with a written evaluation has the right to request a review of the evaluation from the evaluator. The request for review must
 - 8.1.1 Be in writing and presented in person to the evaluator or sent by registered mail;
 - 8.1.2 Be made within 15 calendar days of receipt of the evaluation report;

- 8.1.3 Be based on the process followed or the final determination of the report.
 - 8.2 The evaluator shall provide a written response within 15 calendar days of the request for review. That response shall either
 - 8.2.1 Make the changes as requested by the teacher; or
 - 8.2.2 Address a compromise of the requests of the teacher; or
 - 8.2.3 Uphold as correct what was originally written in the evaluation document.
 - 8.3 If the request for review is not resolved at that point, the teacher may make an appeal to the Superintendent. This appeal must
 - 8.3.1 Be made within 15 calendar days of receipt of the evaluator's response to the request for review; and
 - 8.3.2 Be based on interpretation of the process followed.
 - 8.4 The Superintendent will review the process followed and render a decision within 15 calendar days of receiving the appeal.
 - 8.5 The Superintendent shall maintain final jurisdiction with regard to appeals.
9. A copy of all evaluations is sent to the Assistant Superintendent, Human Resource Services for inclusion in the teacher's Human Resource file.

Adopted: April 3, 2000

Reviewed/Revised: November 15, 2001, June 12, 2002, November 15, 2002, March 15, 2005, June 28, 2013, June 30, 2017

Reference: Section 18, 20, 22, 39, 60, 61, 94, 105, 106, 107, 109, 109.1, 113, 132 School Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Teaching Profession Act
Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)
Practice Review of Teachers Regulation 4/99
Ministerial Order 016/97 - Teaching Quality Standard
Ministerial Order 001/2013 - Student Learning
Guide to Education ECS to Grade 12
Practice Review of Teachers Information Bulletin 3.3.2