



NAME: 08.08 TEACHER PERFORMANCE AND EVALUATION	VERSION: 3
ADOPTED: March 10, 2014 AMENDED: September 27, 2021	REVIEW: 2025-2026

REVIEW EVERY 4 YEARS

PREAMBLE

The purpose of a teacher evaluation is to improve student learning through quality instruction, curriculum development, team work and ongoing professional development. Formative assessment is an on-going process of consultation, assistance, and appraisal that is designed to encourage and support teacher growth in the day-to-day activities of teaching and learning. It includes mutual discussion, self-evaluation and the development of a personal and professional growth plan that is updated annually. A great deal of informal communication occurs within the school community and, as such, a teacher can expect informal feedback throughout their career at RCS but a formal evaluation is completed in connection with the terms of individual employment contracts.

EVALUATOR

1. Teacher evaluation is the responsibility of the campus Principal who may utilize the Vice-Principal, Curriculum Coordinator and/or the Superintendent to assist when appropriate or necessary.

TIMING

2. Teachers shall be evaluated by the administration in compliance with their employment contracts.
 - a. Generally, a new teacher will receive a written evaluation in both their first and second probationary term contracts.
 - b. Indefinite term contract teachers will receive a written evaluation every 4 years.
3. Teachers with an indefinite contract will be advised during the August orientation week that they will receive a written evaluation during the current school year. They should be provided with a review time line from the Principal.
 - a. At its September meeting, the Education Committee should be advised by the Principal of which teachers will be evaluated.
 - i. The scheduling of classroom observations by committee members may require additional observations if the Principal believes they would be helpful.

FRAMEWORK

4. Formal and informal communication will play into the successful completion of a teacher evaluation. In order to complete a written evaluation the following requirements must be met:
 - a. A minimum of 3 informal classroom visits;
 - b. A scheduled classroom visit;
 - c. A written self-summative exercise;
 - d. A scheduled sit down meeting to discuss observations; and
 - e. A written report will be completed, identifying both affirmations and areas for improvement.

5. In addition to the list in paragraph 4, for a teacher with an indefinite term contract, their written evaluation may also include a review of the following:
 - a. Articles on current issues in teaching, provided by the Principal;
 - b. Course overviews;
 - c. Complete unit plan;
 - d. A lesson plan; and
 - e. Their professional growth plan.

FORMAT

6. In addition to the requirements under Framework a teacher evaluation may include the following, at the discretion of the Principal:
 - a. Age appropriate student survey;
 - b. Parent survey;
 - c. Education Committee observations;
 - d. Co-worker feedback; and
 - e. Superintendent's evaluation.

CONTENT TO BE EVALUATED

7. Biblical framework
 - a. Evidence and a clear demonstration on the part of the teacher to integrate a Biblical worldview into the curriculum, pedagogy, personal lifestyle and relationships.
8. Planning and preparation
 - a. Evidence and clear demonstration of planning and preparation for classroom instruction, student needs and documentation of accurate student assessment.
9. Classroom community
 - a. Has created an environment with clearly communicated student behavioural expectations, mutual respect and a positive culture of learning.
10. Instruction
 - a. Demonstrates current and responsive instruction to students in engaging them through appropriate pedagogical techniques.
11. Professional responsibilities
 - a. Maintains professional expectations in key areas such as:
 - i. Presence in the RCS community (extra-curricular activities);
 - ii. Professional boundaries outside of the RCS community;
 - iii. Relationships with students and parents;
 - iv. Record keeping; and
 - v. Professional growth and development.

RECORD KEEPING

12. The final evaluation report and any supporting documentation will be permanently stored in the teacher's employment file.
 - a. Both the Principal and the teacher will sign the report.

AREAS IDENTIFIED FOR IMPROVEMENT

13. As part of the evaluation process, a Professional Growth Plan will be developed in consultation with the teacher/principal. This growth plan will include areas of commendation and areas requiring further development. Implementation, monitoring and evaluation of the growth plan will be defined. Responsibilities of the teacher and the school principal will be clearly outlined.

14. If an evaluation identifies and documents 'critical area(s) for improvement' or areas that are unsatisfactory the Principal and teacher will work together in abiding by the protocol for obtaining satisfactory improvement.
15. A teacher informed of one or more "unsatisfactory" criteria may expect:
 - a. Up to 3 consecutive 60 day intervals are allowed to assist a teacher to achieve satisfactory status. (3 strikes)
 - i. Criteria identified cannot be changed or added to exceed the 180 days.
 - b. Each interval would require a meeting of the teacher and principal.
 - i. A written record needs to be kept of the proceedings and signed off by both parties. If there is a difference of opinion, the teacher may register objections in writing.
 - c. At the request of the teacher, the CTABC Executive Director, or alternate, may sit in on the meeting(s) as an observer during the third and final meeting.
16. Timeline:
 - a. Day 1 - Notice of "unsatisfactory" performance item(s) is/are communicated in writing and in person at a meeting. Documentation is provided.
 - i. Teacher and Principal agree to a plan for satisfactory resolution.
 - b. On or around day 60 - Meeting. Evaluations have been completed and a formal letter with documentation is presented. If further improvement is needed then.
 - i. Teacher, Principal and Superintendent review the plan for satisfactory resolution and agree to revised expectations.
 - c. On or around day 120 - Meeting. Evaluations completed and a formal letter with documentation is provided. If further improvement is needed then
 - i. Teacher, Principal and Superintendent review the plan and agree to revised expectations.
 - ii. Teacher may file a grievance with the Employee Relations Committee.
 - d. On or around day 180: Meeting to arrive at a resolution. Final evaluation has been completed.
17. The Board may determine at its discretion whether to terminate employment, effective immediately, for cause in accordance with the employee's employment contract or take other action as deemed appropriate by the Board at its discretion.