

## EVALUATION OF INSTRUCTIONAL STAFF

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### **Overview**

Administrators as instructional leaders must set their active involvement with teacher performance as a high priority. During the first week of each school year, administrators will clarify expectations of teachers, using the Teacher Professional Growth and Performance Assessment -Teacher documentation and information (GCOA-E1 to GCOA-E6).

By September 30<sup>th</sup>, the administrator will forward a completed copy of GCOA-E1 – Teacher Performance Assessment Schedule to the human resources department.

The teacher performance policy is composed of two elements: professional growth and performance assessment.

Additionally, Intensive Supervision Procedure (GCOE-R) may be enacted under two circumstances:

- (1) As an extension to Evaluation of Instructional Staff, GCOA-R;
- (2) Immediate activation of the process as outlined in Intensive Supervision Procedure GCOE-R.

- (1) **Professional Growth Track**

Yearly, all teachers will complete GCOA-E2 - Professional Growth Plan.

- (a) By September 30<sup>th</sup> of each year, the teacher will compose a professional growth plan, which integrates individual objectives with school, divisional, or provincial priorities and submit it to an administrator.
- (b) By October 30<sup>th</sup>, after consultation between the teacher and an administrator, the growth plan will be approved.
- (c) The administrator will keep a copy of the growth plan until the end of the year. This copy will be returned to the teacher at year's end.
- (d) By February 28<sup>th</sup>, the teacher and an administrator may meet to review the progress.
- (e) By June 15<sup>th</sup>, the teacher and an administrator will review the Indicators of Success.

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- (f) A copy of the growth plan will be placed in the teacher's file at school
- (2) **Performance Assessment Track**
  - (a) Teachers are on a performance assessment track if:
    - (i) they are new to the division and are employed for a full school year; (Process A and Process B);
    - (ii) they are in their second consecutive year of a term position (Process C);
    - (iii) they are in the fifth year of the five-year cyclical process (Process B or Process D to be determined by an administrator);
    - (iv) there is a teacher or administrator request (Process B);
    - (v) they are employed in a term position for at least three months but less than a year (Process E).
  - (b) Teachers may be on the performance assessment track if:
    - (i) they are seeking an educational role change or are in the first year of a significant educational role change (Process B);
    - (ii) at any point during the school year, an administrator chooses to place a teacher on this track to focus on an identified area(s) which requires growth and development.

### **Process A:**

- (a) For educators new to the division, GCOA-E4 – Interim Report New Teaching Staff will be completed by the end of January and submitted to the assistant superintendent of human resources.
- (b) This interim report will be followed with a summative report following Process B.

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### Process B:

- (a) Teachers on the Performance Assessment Track will be informed by September 30<sup>th</sup>.
- (b) Any teacher requesting to be on the Performance Assessment Track must make the request to an administrator by September 30<sup>th</sup>, prior to the annual school report being provided to the human resources department.
- (c) A meeting between the teacher and an administrator shall occur prior to scheduled observations in order to identify/clarify:
  - divisional indicators of effective teaching;
  - additional criteria to be considered;
  - relevant information regarding what will be observed during the visitations;
  - expected time span for the process.

(GCOA-E3 – Professional Growth Conference Form has been provided for documentation of teacher/administrator conferences; use of the form is optional.)

- (d) A minimum of two scheduled observations of the teacher's primary area of responsibility shall be part of the information gathered for the summative evaluation.
- (e) A post-conference shall occur subsequent to scheduled observations to clarify and review data gathering procedures and timelines.

(GCOA-E3 – Professional Growth Conference Form has been provided for documentation of conferences; use of the form is optional.)

- (f) A summative report, GCOA-E5 –Performance Assessment - Teacher, will be completed by an administrator and then reviewed in a final consultation with the teacher.
- (g) The assistant superintendent of human resources and the teacher shall each receive a copy of the written summative report within a reasonable amount of time after the final consultation and prior to April 30<sup>th</sup>.
- (h) A teacher shall have the opportunity to attach to the evaluation any relevant written comments.

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### Process C:

- (a) For educators new to the division, in their second consecutive year of a term position and have completed Process B in their first year as a teacher.
- (b) A meeting between the teacher and an administrator shall occur prior to September 30<sup>th</sup> to:
  - review the teacher's previous summative report, GCOA-E5 – Performance Assessment - Teacher, highlighting the recommendations section of the report;
  - review the teacher's professional growth plan (GCOA-E2 – Professional Growth Plan);
  - introduce the teacher to the GCOA-E6 form;
  - outline the manner in which GCOA-E6 will be completed.
- (c) Completion of Process C may include, but is not limited to, a combination of any of the following:
  - review of lesson plans;
  - review of assessment data and strategies;
  - review of curriculum implementation plans;
  - informal classroom walk-through;
  - formal classroom observations including pre and post conferences with the teacher;
  - involvement of the teacher in school-based committees;
  - involvement of the teacher in extra-curricular activities;
  - student incident reports;
  - communication with parents.
- (d) GCOA-E6 will be completed by an administrator and then reviewed in a final consultation with the teacher.
- (e) The assistant superintendent of human resources and the teacher shall each receive a copy of the completed GCOA-E6 form within a reasonable amount of time after the final consultation and prior to January 31<sup>st</sup>.
- (f) A teacher shall have the opportunity to attach to the evaluation any relevant written comments.
- (g) At any time during Process C, an administrator can implement Process B and complete a summative report, GCOA-E5 – Performance Assessment - Teacher, if warranted.

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### Process D:

- (a) This process may be used at the discretion of the administrator and with the agreement of the teacher, for teachers who have a minimum of ten years of teaching experience.
- (b) A summative report will be developed through a collaborative approach between the teacher and the administrator.
- (c) Information gathered for the report may include:
  - conferencing between the teacher and administrator (GCOA-E3 – Professional Growth Conference Form has been provided for documentation of conferences; use of the form is optional);
  - informal observations;
  - discussions with other teachers as agreed to by the teacher being evaluated (i.e., mentorship, team teaching partners);
  - reflection on professional activities (teacher initiatives, special projects, leadership roles).
- (d) A summative report, GCOA-E5 – Performance Assessment -Teacher, will be completed by an administrator and then reviewed in a final consultation with the teacher.
- (e) The assistant superintendent of human resources and the teacher shall receive a copy of the written summative report within a reasonable amount of time after the final consultation and prior to April 15<sup>th</sup>.
- (f) A teacher shall have the opportunity to attach to the evaluation any relevant written comments.

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### Process E:

An interim report, GCOA-E4 – Interim Report New Teaching Staff, will be completed and forwarded to the assistant superintendent of human resources at the end of the teacher's term.

Effective Date:	December 7, 2004 October 17, 2006;	Review Date:
Amended Date:	September 22, 2009; November 17, 2009; September 18, 2018	
Board Motion(s):	636/04; 423/06; 252/09; 330/09; 194/18	
Legal/Cross Reference:	GCOE-R – Intensive Supervision Procedure; GCOA-E1 to GCOA-E6 – Teacher Professional Growth/Teacher Performance Assessment	