

SUPERVISION AND EVALUATION OF EDUCATORS

The Board of The Park West School Division believes the supervision and evaluation of its educators to be of vital importance in promoting the delivery of a quality education program. Supervision shall have as its primary objective the professional growth of staff resulting in improved instruction for students, enabling students to better achieve their fullest potential.

In support of this objective the supervision process shall:

1. develop and maintain the best possible learning environment for the students;
2. ensure a high level of teacher performance through active participation in professional growth activities;
3. promote a positive teaching and learning climate; and
4. provide a regular review of the performance of educators and a record of each educators professional growth experiences.

The Superintendent/CEO and the Superintendent of Programs of The Park West School Division shall ensure that an appropriate, current supervision and evaluation process is approved and promoted in the Division. While Superintendents may from time to time involve themselves directly in the supervision of teachers, primary responsibility for such supervision and the consequent summative evaluation shall rest with principals. The procedures used and the expectations held shall be subject to approval by the Superintendent/CEO or designate.

The Superintendent/CEO and the Superintendent of Programs shall have direct and primary responsibility for the supervision and evaluation of principals and other administrative/supervisory or consultative staff.

The supervision process for teachers shall provide a minimum of two formal summative evaluation reports during the first year of employment in a school, one in the second year, and at least one formal evaluation every three years thereafter; notwithstanding, the teacher shall have an on-going professional development plan that is shared with the principal at the beginning of each school year and reviewed ~~prior to the end of June~~ by May 30th of each year.

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The supervision process for principals and other administrative/supervisory or consultative staff shall provide a minimum of one formal **summative** evaluation during each of the first two years in the position, and at least one formal evaluation every three years thereafter.

Supervision shall be seen as an ongoing process, with reports on professional growth and reviews of performance being shared with both the educator and the Division Office. Summative reports shall be retained on file at the Division Office, where access shall be subject to the provisions of Policy GBL, for consideration in circumstances related to placement, promotion, contract continuation and the giving of references.

A certified list of all personnel evaluated in the current school year will be tabled by the CEO by June 30th of that year. A report of the number of summative reports filed with the Division Office by each principal and member of Senior Administration shall be prepared by the Superintendent/CEO and tabled with the Board each September.

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Policy - White Rules - Yellow Exhibits - Green