

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Teacher Supervision and Evaluation

AFC/R

### PROCEDURES:

1. The principal(s) of a school is responsible for the supervision and evaluation of teachers in the school. Supervision of teachers will be conducted by the administration on an ongoing basis both inside the classroom and during school-related activities. Observations will be shared with the teacher either verbally or in writing.
2. The superintendent(s) has final responsibility for the evaluation of teachers and therefore may be directly involved in the evaluation of teachers as required.
3. Frequency:
  - a) All teachers will be evaluated as necessary or a minimum of every three (3) years.
  - b) Exceptions to the above may be approved by the Superintendent(s).
4. Formal Evaluation Process
  - a) Teachers will receive a copy of the Teacher Evaluation Criteria by September 30<sup>th</sup>.
  - b) Each Teacher Evaluation Report is to be based on informal observations and a minimum of 3 formal lesson observations.
  - c) Formal lesson observations will include a principal/teacher pre-conference to discuss lesson goals and objectives followed by a post-conference as soon as possible after the classroom visit.
  - d) A formal written report on teachers new to the division, new to the school or new to an assignment must to be submitted by the principal by December 7<sup>th</sup>.
  - e) Teachers will be provided with their evaluation report at least 24 hours before formal discussion with the principal. Teachers are invited to comment in writing on their report before signing it.
  - f) For those teachers requiring improvement, as identified in the December 7<sup>th</sup> formal written report. Principals shall collaborate with the superintendent(s) to develop a process to:
    - a. reaffirm teaching expectations
    - b. establish time limits in which to effect improvement
    - c. identify suggestions and activities for improvement

Expectations will be communicated to the teacher and a follow-up report will be required by February 15<sup>th</sup>.

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For those teachers requiring improvement after the February 15<sup>th</sup> report a subsequent report will be required by April 15<sup>th</sup>.

### 5. Professional Growth Model

- a) The following steps will be completed by September 30<sup>th</sup>.
  - i) Teachers will receive a copy of the Teacher Evaluation Criteria.
  - ii) Administrators are required to meet with those teachers, who in the previous year, participated in the professional growth model. The purpose of this conference will be to determine progress towards previously outlined goals and the level of support required for the current school year.
- b) The following steps will be completed by October 15<sup>th</sup>
  - i) Review of the process for evaluation based on the Professional Growth Model.
  - ii) Completion of self-reflective guide by the teacher.
- c) The following steps will be completed by November 15<sup>th</sup>
  - i) Review of self-reflective guide by the administrator.
  - ii) Conference between teacher and administrator to discuss self-reflective guide and to set goals and objectives.
  - iii) Develop a written Professional Development Plan with both short and long term goals.
- d) The following will be completed by April 15<sup>th</sup>
  - i) A Professional Development Portfolio will be developed including the Professional Development Plan, summary of Professional Development activities, and Progress Report.
  - ii) A Progress Report will be submitted to the Superintendent's Department including a copy of the Professional Development Plan.

### Appeals

- a) Teachers may request a review of their evaluation report. This request must be made in writing to the Principal and Superintendent within two weeks of receipt of the evaluation report and must outline areas of concern.

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- b) The Superintendent(s) and Principal will review the evaluation report and provide feedback to the teacher within two weeks of the request.
- c) A teacher may withdraw his/her appeal at anytime within the time frame outlined above.
- d) The Superintendent will make a recommendation to the Board on the next step in the evaluation process.

### 7. Extended Evaluation (Probation)

Should the April 15<sup>th</sup> report indicate insufficient progress towards goals identified in the February 15<sup>th</sup> report, the following shall take place:

- a) a meeting will be held with the teacher, principal(s) and superintendent to discuss shortcomings. After this meeting, a decision will be made to extend timelines for improvement or a recommendation to the Board of Trustees for termination of their contract.
- b) If a decision is made to extend the period of evaluation, the principal shall inform the teacher with written expectations for improvement and identified timelines.
- c) Based on the identified timelines, the principal shall inform the teacher in writing that improvement has taken place and suggestions for continued growth. If sufficient improvement has not taken place, the evaluation shall be referred to the Superintendent.

### 8. If the Superintendent determines that all attempts to assist the teacher have not brought about the required improvement; a recommendation for dismissal will be made to the Board. This recommendation will include evidence of:

- a) having notified the teacher in writing of the proposed course of action and the reason(s) thereof.
- b) having advised the teacher that he/she has the right to appear and make representation before the Board and/or make a written submission as per Section 92 PSA.

## Index Policy

**Date Adopted:** June 18, 1982

**Date Revised:** May 6, 2004