

## EVALUATION OF TEACHERS

A specific purpose of the evaluation of teachers is to provide a record of the teacher's performance. The evaluation of teachers will reflect Policy GBI (Professional Learning Framework) as well as a more direct supervisory model of evaluation.

The criteria and format to be employed will reflect Policy GBBAG (Functions of Teachers). The specific evaluative criteria and format will be determined by the principal or vice-principal in consultation with the teacher.

The process will include:

- Extended class visits (minimum three per evaluation period) followed by conference sessions between teacher and principal or vice-principal.
- Consideration of the teacher's involvement in school activities as stated in Policy GBBAG; Functions of Teachers.
- Consideration of the unique aspects of the teaching situation.
- Ongoing observations and conferences.

**Non-tenured teachers** will be evaluated twice during the school year. The record of the evaluation will be submitted to the School Board Office by November 15 and April 15. If this assignment is extended to the next consecutive full school year, the teacher will be evaluated once in the school year and the record of the evaluation will be submitted by April 15.

If a **non-tenured teacher's** assignment is less than a full school year the number of evaluations (not to exceed two) and required dates for submission will be determined by the Assistant Superintendent - Personnel. These timelines will be communicated with the teacher and principal or vice-principal.

**Tenured teachers** new to Seven Oaks School Division will be evaluated once during their first year of employment with the division. The record of the evaluation will be submitted to the School Board Office by April 15.

**Tenured teachers** have the right to request a written evaluation from their administrator. The format of this evaluation shall be decided by the teacher and the administrator and shall be for the teacher's use only. Teachers have the option of forwarding a copy of this evaluation to the Board Office for their personnel file. (Policy GBI).

Prior to the submission of each evaluation to the Board Office, the teacher will be provided with a copy of the record of the evaluation before a teacher-principal or Vice-principal conference is held. The teacher must sign the copy of the record of the evaluation before it is sent to the Board Office. The teacher has a right to make a written comment on the evaluation form and/or to request a meeting with the Superintendents' Department. The teacher has an inherent right to appear before the Board concerning the evaluation.