



**Section Three: Staff**

*“Together We Learn”*

**320R –EVALUATION OF TEACHERS  
(REGULATIONS)**

Two options are available for teacher evaluation: a *performance appraisal* or an annual professional *growth plan*.

**1. Performance Appraisals**

- 1.1 Performance Appraisals must be completed in any school year for any teacher:
  - on a temporary contract which is, or is likely to be, of six months or longer duration;
  - in his/her first year in the school district;
  - who requests a performance appraisal;
  - for whom the Superintendent of Schools, Board of Education, Minister or the College of Teachers requests a performance appraisal.
- 1.2 The written performance appraisal must be completed, using the format specified for Form 320.1 or Form 320.2.
- 1.3 The criteria to be used in performance appraisals shall be those noted in the Appendix (of Policy 320) and/or in School District No. 23 role descriptions.
- 1.4 The appraisal procedures will conform to those in the current teachers' collective agreement.
- 1.5 Every performance appraisal must include two evaluative statements. The first will assess the learning situation as *satisfactory* or *less than satisfactory*, while the second will assess the overall performance of the teacher as either *satisfactory* or *less than satisfactory*.
- 1.6 Reports written on teachers pursuant to the provisions of the School Act or the School Act Regulations shall be made available to the Board by the Superintendent by:
  - routinely distributing a current list of teachers on whom a report has been written, together with the concluding statement of each report;
  - making available to individual trustees, on request, the Superintendent's copy of the report of the current year.



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The report shall be read in the district administration office and be returned to the teacher's file by the Superintendent.

## **2. Professional Growth Plan**

- 2.1 Participation in the professional growth program shall be subject to the consent of the individual teacher and the principal.
- 2.2 The content of a teacher's professional growth plan shall be determined by the individual teacher and the principal. The growth plan format must contain the following elements:
  - 2.2.1 professional goals (the area(s) the teacher and the principal want to emphasize this year);
  - 2.2.2 activities related to 2.2.1 (activities the teacher proposes in order to accomplish his/her goals)
  - 2.2.3 criteria for completion (how the teacher will know that the goals were achieved).
- 2.3 The growth plan may be used in conjunction with a performance appraisal. The development of a growth plan does not negate the principal's obligation to provide reports as authorized by the School Act, the School Act Regulations, or by the Board through the Superintendent.

Date Agreed: November 13, 2002

Date Amended N/A

Date Reviewed: April 6, 2011

Related Documents: Forms 320.1, 320.2