

Canadian Institute of Natural Health and Healing

**Evaluation of Instructional Staff Policy**

Name of Policy

February 2000

Implementation Date

**Evaluation of Instructional Staff Policy**

**Senior Education Administrator**

Position(s) Responsible for Administering this Policy

November 08, 2010

Date of Last Revision

**Policy:**

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the Canadian Institute of Natural Health and Healing, a continuous program for teacher and administrator evaluation shall be established and regular reports shall be made concerning the outcomes of these evaluations.

Evaluations will be conducted in accordance with local and provincial guidelines to improve instruction, enhance the implementation of programs in the curriculum, and measure professional growth and development of personnel and level of performance of each Instructional staff. Evaluations shall also serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

The President shall consult with administrators and teachers in developing the evaluation system. A process shall be developed to conduct an on-going review of the evaluation system.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Informal evaluations or observations may be made whenever appropriate.

All employment decisions remain within the sole and continuing discretion of the President, subject only to the conditions and limitations prescribed by British Columbia and PCTIA law.

**Evaluation Process Initial requirements**

All certificated personnel will be evaluated, including part-time teachers. Evaluations shall be conducted by administrators/supervisors who have education and training in evaluation skills which will enable them to make fair, professional and credible evaluations of the personnel who they are responsible for evaluating.

Evaluations shall be based on written criteria which pertain to good teaching and the staff member's particular position. A job description will be developed for each certificated employee which sets forth expectations from the school district for the position. Similar job descriptions will be used for all employees with similar staff assignments.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether performance meets PCTIA standards. One of the standards for measuring teacher performance shall be directly related to classroom instruction and shall include multiple measures of student performance. The personnel performance evaluation examiner will actively participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set forth in the individual's job description and any outcomes which are expected from the position.

Information will be made available to each evaluatee about the evaluation system, the evaluation policy and procedures and the responsibilities of the evaluator and evaluatee. In addition, all evaluation standards and criteria shall be given in writing to all certificated personnel and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.

### **Information Collection**

The evaluator will observe the evaluatee as well as compile other data in accordance with the district's evaluation system. Observations may be both direct and informal. Peer, parent and student input may be obtained from standardized surveys.

No evaluation information will be gathered by electronic devices without the consent of the evaluatee.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgment.

### **Frequency and duration**

Probationary teachers shall receive at least two documented observations and one evaluation that results in a written report every year. Non-probationary teachers shall receive at least one documented observation each year and at least one evaluation that results in a written report every three years.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or evaluatee, when the evaluatee is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

A report shall not be written until the required documented observations and data collection are completed. Minor adjustments and variations in the process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

All evaluations will be completed before September of each school year.

## **Documentation**

The evaluator shall prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. A written improvement plan which is specific as to what improvements, if any, are needed in the performance of the teacher and which clearly sets forth recommendations for improvements including recommendations for additional education and training during the teacher's recertification process.
2. Specific information about the strengths and weaknesses in the performance of the evaluatee.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.

The evaluation report will be discussed with the evaluatee. Both the evaluator and the evaluatee will sign the report, and each will receive a copy. The signature of the evaluatee will not be construed to indicate agreement with the information contained therein. If the evaluatee disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

Each evaluation report will be reviewed and signed by a supervisor of the evaluator. The evaluator will maintain a cumulative file of all pertinent data relating to each teacher's evaluation, including the evaluation report. This file will be available for the teacher's review and will include any written comments or documents submitted by the teacher.

## **Unsatisfactory performance**

1. A teacher whose evaluation indicates performance is unsatisfactory will be given a notice of deficiencies.
2. A remediation plan to correct deficiencies will be developed by the evaluator and the teacher.
3. The teacher will be given a reasonable period of time to correct the deficiencies and a statement of resources and assistance available to improve performance.
4. Further evaluations of a teacher on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.
5. If the teacher's next evaluation shows the teacher is performing satisfactorily, no further action will be taken.
6. If the teacher's next evaluation indicates the teacher still is not performing satisfactorily, the evaluator either will make additional recommendations for improvement or take any necessary steps to recommend dismissal.

## **Appeal**

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The evaluatee may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.