

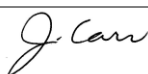
Evaluation of a Teacher



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 207.4

1. An evaluation shall be conducted
 - a. for teachers on a temporary, interim or probationary contract; or for recommendation for a permanent professional teaching certificate; or
 - b. for a continuous/regular contract teacher who requests an evaluation; or
 - c. when required for possible promotion purposes; or
 - d. when the principal, through supervision, has concerns about some aspects of the performance of a teacher.
2. On initiating an evaluation, the principal must meet with the teacher to communicate explicitly the
 - a. reasons and purposes for the evaluation;
 - b. process, criteria, and standards to be used;
 - c. timelines to be applied; and
 - d. possible outcomes of the evaluation.
3. The principal is the primary evaluator. Other school-based administrators may be asked to share in this responsibility.
4. In situations where other administrative personnel are involved, the principal retains the responsibility, must review the evaluation, and note there is concurrence with what is stated. The principal must also sign the evaluation form.
5. The teacher is to be involved in all levels of the evaluation process.
6. Upon completion of an evaluation, the principal will provide to the teacher the original completed evaluation report which includes a determination of the standard of performance.
7. When, as a result of an evaluation, a principal determines that the teacher does not meet the Standards of Teaching Practice in one or more areas, the principal must initiate the Phase 2 Process as outlined in Administrative Regulation 207.6.
8. The teacher has the right to request a review of or appeal an evaluation report. See Regulation 207.7.
9. A copy of all evaluations is sent to the Assistant Superintendent of Human Resource Services or designate for inclusion in the teacher's Human Resource file.

Reference: Board Governance Policy EL#6(5) School Act Sections 20(i),39(3.a),39(3.b), 94(1),105,106,107,109,132 Alberta Education Policy 2.1.5, 4.2.1 Practice Review of Teachers Regulation A.R. 4/99	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 200, 201, 204	Date(s) Revised: November 15, 2001, June 12, 2002 November 15, 2002; March 15, 2005