

2.0. Human Resources

2.A. Foundations

2.A. TEACHER EVALUATION AND PROFESSIONAL GROWTH

Adopted: May 31, 2016

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Policy Reference: EL-1.2

A. Purpose

The purpose of teacher evaluation and professional growth is to improve student learning and achievement.

B. Evaluation of Teachers:

The evaluation of teachers serves two primary purposes:

- It provides a measure of assurance that all teachers in the division are demonstrating an appropriate level of expertise in their area of teaching, i.e. accountability.
- It provides an opportunity for the identification of a teacher's strengths and challenges, which can in turn lead to significant professional growth by identifying next steps for a teacher's own professional learning.

The evaluation process for teachers is set out in the document "*Teacher Evaluation and Professional Growth in Lakeshore 2016*". This document provides:

- A description of "best practices" in teaching, based on Charlotte Danielson's *Framework for Teaching* (2013). It forms a basis for both evaluating teachers, and for guiding their professional growth and learning.
- The process for carrying out teacher evaluations.
- A basis for facilitating teachers' professional learning and growth, using best practices in goal setting and attainment.

Teachers will be evaluated in their first year of teaching, and every five (5) years thereafter. Additional evaluations are also possible under circumstances set out in the document.

C. Guided Evaluation:

When a teacher's competency is in question, or is deemed unsatisfactory by the Principal or Superintendent, the Superintendent may decide to place that teacher on a Guided Evaluation process. This process is delineated in the document. It is similar to the regular evaluation process but involves additional input from the Principal and/or Superintendent.

When the guided evaluation process is concluded, there are two possible outcomes:

1. The Teacher has addressed the concerns of the Principal and/or Superintendent sufficiently that he/she is returned to the regular evaluation schedule, or;
2. The Superintendent will make a recommendation to the Board of Trustees for termination of the Teacher's contract, in which case the Superintendent shall arrange a hearing for that Teacher with the Board of Trustees as per section 92(3) of the Public Schools Act. The proposed hearing shall take place before the Board considers termination of the teacher's contract. The Superintendent shall notify the Teacher of the proposed hearing in writing which shall be served personally or by registered mail at least seven days in advance of the proposed hearing. This notification shall indicate; the date, time, and place of the proposed hearing; the matters at issue and/or the nature of complaints; and that the teacher has the right to be represented by a representative of the Lakeshore Teachers' Association (LTA) and/or the Manitoba Teachers' Society (MTS).

The Teacher may decline the proposed hearing.

D. Appeals of Evaluation Reports

1. Where a Teacher appeals an evaluation report, the Teacher shall:
 - a) discuss the report, first, with the Principal who wrote the report,
 - b) failing a satisfactory resolution, appeal the report in writing to the Principal within five (5) teaching days of receiving a copy of the report. The Principal must respond to this appeal within ten (10) teaching days of the date the teacher received the report, either:
 - a) amending the report, or
 - b) notifying the teacher in writing that the report will not be amended.
2.
 - a) The Teacher may appeal the report in writing to the Superintendent/CEO within fifteen (15) teaching days of the date the teacher received the original report.

- b) The Superintendent/CEO shall discuss the evaluation report with the teacher and Principal within five (5) teaching days of receiving the appeal.
3. a) A Teacher may withdraw an appeal at any time.
b) A Teacher may request the Superintendent/CEO to arrange an additional evaluation by an independent evaluator, mutually acceptable to both parties. If agreement on an evaluator cannot be reached, the Superintendent/CEO will appoint one.
4. Upon receiving the evaluation by the independent evaluator, the Superintendent will send the Teacher a letter that will:
a) require the Teacher to attend a meeting with the Superintendent, the Principal, and/or other supervisors as appropriate.
b) outline the following purposes of the meeting to:
i) review the procedures and conclusions of the supervision/evaluation report,
ii) hear the response of the Teacher to the procedures and conclusions of the report,
iii) clarify the present situation and explore options,
iv) allow the Superintendent to collect adequate information to make a decision on whether a plan for Guided Evaluation should be implemented,
v) inform the individual of his/her right to be accompanied by a representative of the Lakeshore Teachers' Association (LTA) or the Manitoba Teachers' Society (MTS).

E. Teacher Professional Growth and Learning:

As professionals, teachers are expected to assume the primary responsibility for their own professional growth and learning. To this end, each year most teachers (except for those in their first year of teaching) will create a Professional Growth Plan (PGP), and then implement this plan over the course of the school year, as set out in the document *"Teacher Evaluation and Professional Growth in Lakeshore 2016"*.

The role of principals in the PGP is to provide support and guidance.

The PGP is not intended for use in teacher evaluation.