

Administrative Procedure 421

TEACHER GROWTH, SUPERVISION AND EVALUATION

Background

Regular performance appraisals of teachers contribute to the improvement of quality instruction consistent with the Division mission. Since teachers have a significant impact on quality educational programs, regular growth, supervision and evaluation of teachers is essential.

Procedures

1. Teachers employed by the Division shall be supervised/ evaluated on a regular basis to ensure that their actions, judgments and decisions are consistent with the Teaching Quality Standards and the Division's standards, philosophy and goals.
2. Procedures for teacher growth, supervision and evaluation shall be in accordance with the Division's Teacher Growth, Supervision and Evaluation Procedures Manual (Appendix).
3. Records Management
 - 3.1 All documents associated with these procedures are confidential.
 - 3.2 These documents will be retained at the school level.
 - 3.3 Access to these documents is restricted to the teacher, the Principal or designate and the Superintendent.
 - 3.4 Evaluation reports will be treated as confidential documents and these will be retained in the Division Office personnel file.
 - 3.5 Access to evaluation reports are restricted to the teacher, the Principal or designate and the Superintendent.
 - 3.5.1 The Board may have access only through a formal motion to review the teacher's file.
 - 3.5.2 In the event that a formal Board request to view a teacher's file is made, the individual shall be notified of the request in writing prior to the review of the file.
4. These procedures do not restrict the Superintendent from taking disciplinary or other action, as appropriate, where the Principal has reasonable grounds for believing that the actions or practices of a teacher endangers the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of a school authority.

Reference: Section 18, 33, 52, 53, 196, 197, 204, 213, 214, 215, 218, 222 Education Act
 Freedom of Information and Protection of Privacy Act
 Personal Information Protection Act
 Teaching Profession Act
 Certification of Teachers and Teacher Leader Regulation 084/2019
 Practice Review of Teachers and Teacher Leaders Regulation 092/2019
 Teaching Quality Standard
 Ministerial Order 001/2013 - Student Learning
 Guide to Education ECS to Grade 12
 Practice Review Bylaws

Administrative Procedure 421 – Appendix

**TEACHER GROWTH, SUPERVISION AND
EVALUATION MANUAL**



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