



Section: **School Personnel**
Policy #: **2110**
Policy: **School Employee Evaluation**

Date Approved: February 2004
Revision Dates: November 20 2004

Evaluation of School Employees

- a) Principals are responsible for evaluation of all employees on their staffs.
- b) All evaluation reports on probationary employees will be completed in triplicate no later than six (6) school months from commencement of employment. (February in most cases.) One copy of the evaluation report will be given to the employee, one copy will be retained by the school in the employee's personnel file, and one copy will be sent to the Superintendent of Schools.
- c) Because of the positive (or negative) affect these evaluation reports may have on a teacher's career, the Principal must be extremely conscientious in the manner in which evaluation is carried out and reported. The evaluation should normally be based on a number of visits to the teacher's classroom, observation of a variety of lessons taught, discussions with the teacher on the preparation and presentation of lessons, as well as observations of how the teacher performs duties and responsibilities. A copy of the evaluation model and process to be used by the Principal is to be forwarded to the Superintendent's office. **(applies to teachers only)**
- d) This evaluation model and the process must be discussed thoroughly with teachers at the beginning of the school year. Typically, this will include pre and post classroom visitation discussion. **(applies to teachers only)**
- e) A copy of formal observations made by the Principal must be left with the teacher. **(applies to teachers only)**
- f) All non-probationary employees shall be evaluated routinely at least every six years.
- g) An evaluation may be conducted at other times at the request of the School Council, Principal or Superintendent. The Chair of the School Council will be informed of the results of the evaluation when the evaluation is requested by the School Council.
- h) As soon as the Principal becomes aware of a problem or incident which is serious enough to cause release of an employee as referred to in Policy 2300 subsection e) of the Diocesan Policy

Manual, the Superintendent must be notified of all pertinent facts. An investigation will be initiated by the Superintendent of Schools and a finding report with recommendations will be forwarded to the Board of Directors. The School Council Chair will be apprised throughout the process. All information shared with Council is to be considered confidential.

- i) As soon as the Principal becomes aware of pedagogical deficiencies that could result in termination of a teacher's contract, Policy 2300 subsection (f) of the Diocesan Policy Manual, will be applied.