

Section:	Human Resources
Policy:	4.04
Revised:	April 2023
Approval:	Motion #375

4.04 Teacher Performance Evaluation Procedure

1. Purpose

The purpose of this procedure is to establish guidelines for how teacher performance evaluations are conducted.

2. Persons/Area Affected

All teachers employed by Kootenay Christian Academy.

3. Policy

The policy of Kootenay Christian Academy is to ensure that teacher performance evaluations are used to improve student learning through quality instruction (pedagogy), curriculum development, teamwork and ongoing professional development. As referenced in *Good Teaching Comes from the Inside*.

4. Definitions

Unsatisfactory: this status indicates that there is/are critical area(s) for improvement. For a teacher's performance to be deemed unsatisfactory there must be clearly documented evidence that demonstrates improvement is needed.

5. Responsibilities

- 5.1. The principal is responsible for initiating the evaluation process and following through to a written completion or designating an alternate (such as a vice principal) in conducting the evaluation.
 - 1.1.
- 5.2. The teacher is responsible for working cooperatively and openly with the principal and any others involved.

6. Procedures

- 6.1. **Frequency:** A teacher with an indefinite contract should expect a formal, written evaluation at least every three years.
 - 1.2.
- 6.2. **Input from parents and students:** In conducting the evaluation, the principal and/or the teacher may seek input from students and parents. Confidentiality of the parent-student information is to be maintained between the principal and teacher.
 - 1.3.
- 6.3. **Improvement needed:** Any evaluation that identifies **critical area(s) for improvement** needs to be documented, placed onto the summative grid below, and referenced to the relevant section of the employment contract or added to their employment record.
- 6.4. **Summative Grid:**

- 6.4.1. A summative grid is used to alert the teacher to one or more performance concerns identified as **unsatisfactory**. The identification of unsatisfactory status could lead to termination for cause in accordance with his or her employment agreement or other action as deemed appropriate by the board in its discretion.
- 6.4.2. The following grid identifies core criteria that teachers and administrators consider essential to a successful student-teacher learning environment.
- 6.4.3. A summative report for a teacher will include comments on the following five main categories. Any performance that is deemed unsatisfactory within each category must be clearly stated in writing by the principal and understood by the teacher, along with improvement criteria and a timeline for a follow up evaluation. A professional growth plan to address areas that are unsatisfactory need to be included in the summative report.

	Biblical Framework	Comments	Satisfactory/ Unsatisfactory
	Evidence of integrating a Biblical worldview into the curriculum, pedagogy, lifestyle, and relationships.		
	Leads a purposeful devotional life, which models discipleship, encouragement and prayer for students.		
	Demonstrates a mature Christian walk and nurtures caring relationships with students, colleagues and school community.		
	Planning and Preparation	Comments	Satisfactory/ Unsatisfactory
	Demonstrates knowledge of content, pedagogy and resources.		
	Demonstrates knowledge of students and designs coherent and relevant instruction.		
	Engages students in learning through appropriate pedagogical techniques.		

	Challenges and integrates students with different learning styles and learning disabilities.		
	Provides accurate, timely and well documented student assessment.		

	Classroom Community	Comments	Satisfactory/Unsatisfactory
	Creates a safe environment of respect and rapport and a culture of learning.		
	Communicates clearly and accurately in age-appropriate ways.		
	Manages classroom procedures and organizes learning space well to enhance student learning.		
	Fosters student self-discipline through appropriate use of correction, guidance, counselling, and grace.		
	Instruction	Comments	Satisfactory/Unsatisfactory
	Follows a professional growth plan.		
	Communicates clearly and accurately in age-appropriate ways.		
	Engages students in learning through appropriate		

	pedagogical techniques.		
	Provides accurate, timely and well-documented student assessment.		
	Demonstrates flexibility and responsiveness to different learning styles in the classroom.		

	Professional Responsibilities	Comments	Satisfactory/Unsatisfactory
	Follows a professional growth plan.		
	Develops appropriate reflective practise regarding one's teaching and learning.		
	Maintains accurate records of student assessment and prepares accurate and honest report cards.		
	Communicates well with parents regarding student academic performance and classroom relationships.		
	Grows and develops professionally through reading, coursework, workshops and other professional development activities.		

6.5. Outcome of unsatisfactory status: A teacher informed of one or more "unsatisfactory" criteria may expect:

- 6.5.1. Three consecutive periods of sixty teaching days to achieve "satisfactory" status. (Maximum 180 days) Criteria identified cannot be changed or added to exceed the 180 days. *
- 6.5.2. Each interval requires a meeting of the teacher and principal. A written record will be kept of the proceedings and signed off by both parties. If there is a difference of opinion, the teacher may register objections in writing.

- 6.5.3. At the request of the teacher, the CEBC Executive Director, or alternate, may sit in on the meetings as observer during the third and final meetings
- 6.5.4. Timeline:
- 1.3.1. Day 1: Notice of "unsatisfactory" performance item(s) is/are communicated in writing and in person at a meeting. Documentation is provided.
 - 1.3.2. Day 60: Meeting: Evaluations have been completed and a formal letter with documentation is presented. If further improvement is needed then the improvement period continues.
 - 1.3.3. Day 120: Meeting: Evaluations have been completed and a formal letter with documentation is provided. If further improvement is needed then the improvement period continues.
 - 1.3.4. Day 180: Meeting to arrive at a resolution. Final evaluation has been completed.
- 6.5.5. If necessary, the board determines at its discretion whether to terminate employment for cause in accordance with the employment agreement or take other action as deemed appropriate by the board at its discretion.
- 6.5.6. If necessary, the teacher may access dispute resolution in accordance with the policies of Kootenay Christian Academy.