

EVALUATION OF TEACHERS WHO ARE EXPERIENCING DIFFICULTY IN THEIR TEACHING SITUATION

Teachers, who in the professional judgement of the school principal, are experiencing difficulty in their teaching situation shall be provided with an evaluation which is designed to address areas of concern. The criteria and format of this evaluation will be determined by the principal in consultation with the teacher. The Superintendent will be informed that such an evaluation is occurring.

This evaluation will not be forwarded to the Board Office but will be kept on file at the school.

EVALUATION OF TEACHERS WHOSE COMPETENCY IS IN QUESTION - PROBATIONARY TENURED TEACHERS

If the principal, having completed the process outlined in the policy **Evaluation of Teachers who are Experiencing Difficulty in their Teaching Situation**, holds the competency of a tenured teacher in question, such teacher may be placed on probation. In such occurrence, school files developed as per policy **Evaluation of Teachers who are Experiencing Difficulty in their Teaching Situation** shall become part of the Division record.

When a teacher is placed on probation that teacher shall be subject to direct supervisory intervention as per the following procedures:

1. The teacher to be placed on probation shall be advised of his/her status both in person and in writing by the Superintendent. The teacher must be advised of his/her right to involve an advocate and inform SOTA prior to notice of probationary employment status being formally given.
2. The teacher may request, as part of the probationary evaluation,
 - The involvement of an external evaluator acceptable to both the teacher and the Superintendent; such evaluation to be conducted concurrently with the internal evaluation.
 - Placement in another teaching assignment and/or school; such assignment to be subject to the Superintendents' approval.
3. The duration of the probationary period shall be determined by mutual agreement between the Superintendent and the teacher, but shall not exceed one (1) year and shall commence no later than (1) month prior to potential termination dates as outlined in legislation, i.e. prior to November 1 or May 1 of any given year.

4. The oral and written notice of probation shall designate specific areas of teaching effectiveness in which improvement is expected.
5. The oral and written notice of probation shall inform the teacher of the existence and purpose of the Teacher Professional Assistance Committee *(TPAC). Should the teacher request the assistance of this committee, a written statement requesting assistance and the areas of professional weakness identified by the administration shall be provided to the President of the Seven Oaks Teachers' Association by the teacher, or by the Superintendent if the teacher so requests. The teacher may choose not to involve the TPAC and may do so without prejudice.
6. A written proposed program of assistance shall be prepared by the TPAC and the principal in those cases where TPAC involvement is requested, or by the principal in those cases where TPAC is not requested. The details (including timelines) of the program shall be discussed with the teacher on probation and copy forwarded to the Superintendent.
7. A teacher on probation may terminate TPAC involvement at anytime during the probationary period without prejudice.
8. Where TPAC involvement continues throughout the probationary period, the TPAC shall, monthly, submit to the Superintendent written reports respecting the implementation of the program of assistance.
9. At the request of the teacher, a member of the TPAC may visit the teacher's class. The visits are for the purpose of feedback to the teacher.
10. Written bi-monthly evaluative progressive reports shall be prepared by the principal and submitted to the Superintendent and the teacher. All such reports shall be discussed with the teacher and signed by the teacher and principal prior to being submitted. The signature of the teacher shall verify that the above procedures have been followed but shall not necessarily imply the teacher's concurrence with the content of the report.
11. The final evaluation of the teacher is the sole responsibility of the principal. The teacher has the option to request the Superintendents' Department to do the final evaluation. Final evaluations shall be in writing and shall be discussed with the teacher at least 15 days prior to the end of the probationary year.
12. Teachers on probation shall be advised in person and in writing prior to the end of the probationary year respecting their future status as employees of the Division.
13. All written records shall be kept in the teacher's personnel file.

14. Nothing proposed by the above policy statements affects the teacher's right as laid out in Section of the Public Schools Act.

* The establishment of a TPAC, where requested, is the responsibility of Seven Oaks Teachers' Association.