

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<p>Protocol to Evaluate First Year Teachers on Permanent Contracts</p>
<p style="text-align: center;"> ADMINISTRATIVE PROTOCOL Revised June 18, 2019 </p>	<p style="text-align: center;">Supporting Policy GCNA - Supervision: Instructional Staff</p>

By September 15 of each school year, the Human Resources Department will provide Principals and other designated supervisors of the Division’s teaching staff with names of all teaching personnel who require evaluations during that school year. The following protocols will apply for **all non-tenured teachers hired on Permanent contracts**, to ensure that

- school Principals can address any concerns about performance that would necessarily affect recommendations for granting tenure
 - the School Division can make appropriate decisions about granting tenure, in accordance with current teacher contract provisions
- The school Principal must conduct at least **one** informal classroom observation each month.
 - **By October 15**, initial informal observations must be completed. Further observations may occur at any time throughout the year.
 - **By October 31**, the Principal must complete the first Formal Observation and forward it to the Board Office. Comments must reflect **observable** performance and refrain from speculation about **potential** performance. All formal observations will include a pre-conference planning, observation and data collection, a post-conference, and a written report.
 - **By November 15**, the Principal must complete the second Formal Observation and forward it to the Human Resources Department. If significant concerns exist about a teacher’s performance, the school Principal must consult with the appropriate Assistant Superintendent about the Observation Report, **before** providing the Report to the teacher. Specific suggestions and identified supports for the teacher must accompany any recommendations for improvement.
 - If a non-tenured teacher on a Permanent contract is experiencing sustained difficulty (refer to Policy GCNA) after the second Formal Observation, the school Principal(s) and the Assistant Superintendent(s) will develop a plan for subsequent formal evaluation(s), support of, and communication with the teacher through formal written communication.
 - At minimum, a third Formal Observation **by January 30** and forward it to the Board Office. The Principal must consult with the appropriate Assistant Superintendent about the Observation Report **before** providing the Report to the teacher.
 - **On or before March 1**, the Principal must complete Summative Reports for all non-tenured teachers on permanent contracts and forward them to the Human Resources Department. For any teacher experiencing sustained difficulty and potentially not suitable for tenure, the Principal must send a draft of the Summative Reports to the Assistant Superintendent **by February 20**.

Addressing special circumstances of non-tenured teachers on Permanent contracts

- **If the teacher is assigned to more than one school**, the Principals of the **all** the appropriate schools must conduct informal observations. Accordingly, the appropriate school Principals must coordinate their shared responsibility for the Formal Observations and inform the appropriate Assistant Superintendent(s) of the evaluation plan.
- **If the teacher is absent due to illness during the evaluation process**, the process will continue upon the teacher's return. However, in **all** cases and irrespective of whether the process can be completed, a teacher must receive formal communication **by January 30** if a Principal does not recommend tenure.

Principal communication

- At the outset of the process of evaluation, the Principal must advise any non-tenured teacher on a Permanent contract that the School Division grants tenure based on the outcomes of the evaluation process; receipt of tenure is not "automatic".
- All post-conferences must reflect the substance of the Principal's observations and recognize both performance strengths and areas requiring attention.
- Formal Observation reports must clearly identify performance concerns, provide recommendations for improvement and specify resources available to teachers to assist them to address identified concerns.
- During the review of a Summative Report, the Principal must clearly state whether they recommend tenure and continued employment for a teacher.

Templates needed

[Teacher Formal Observation Report](#)
[Teacher Summative Report](#)