

RATIONALE

The Board of Directors is dedicated to the improvement of the teaching/learning process. An effective appraisal program is an important instrument in achieving improvement and maintaining a high standard of teaching.

POLICY

The Superintendent will ensure that a program of supervision of all teachers in the Catholic Independent Schools of Nelson Diocese (CISND) is conducted. The Superintendent will establish and maintain suitable regulations and procedures for the adequate periodic appraisal of the performance of all teachers and maintain suitable records of the fact and result of each appraisal.

REGULATIONS

1. The goals of the CISND, with respect to the appraisal process, are as follows:
 - To promote, achieve, and maintain a high standard of instruction, consistent with the purposes of Catholic education and schooling.
 - To promote and facilitate a continuous program of teacher reflection, decision-making and personal and professional growth.
2. The aims of the CISND, with respect to the appraisal process, are as follows:
 - 2.1 To collectively work towards an enhanced teaching/learning environment.
 - 2.2 To recognize the worth and value of individual employees.
 - 2.3 To communicate performance expectations to staff.
 - 2.4 To ensure that staff assignments are appropriate.
 - 2.5 To provide professional assistance to staff.
3. The purpose of the appraisal program is as follows:
 - 3.1 To improve the delivery of all instructional school services.
 - 3.2 To improve the instruction program.
 - 3.3 To improve task performance.
 - 3.4 To screen employees for future promotions and/or greater job

responsibilities.

- 3.5 To differentiate staff assignments
 - 3.6 To provide a basis for tenure decisions or permanent appointments.
 - 3.7 To let the employee know exactly what is expected of him/her and the degree to which the supervisor feels he/she is meeting his/her responsibilities
 - 3.8 To motivate employees to attain their potential and improve their job performance.
 - 3.9 To provide information on the strengths and weaknesses of individual employees, with the purpose of helping through the development of in-service and job upgrading programs to strengthen the individual in his/her area of need.
 - 3.10 To provide a variety of information for the purpose of making wise administrative decisions with respect to the total staff, groups of employees, and the individual employee.
4. With respect to corresponding levels of responsibility for the appraisal program:
- 4.1 The **teacher's responsibility** under the appraisal program is as follows:
 - 4.1.1 To meet the requirements of the Ministry of Education, where applicable, to fulfill the policies and standards established by the CISND.
 - 4.1.2 To pursue informal means of self-appraisal.
 - 4.1.3 To actively participate in formal appraisals when initiated by the Principal's office or by the Superintendent.

4.2 **PRINCIPALS**

Recognized by the Board of Directors as the educational leaders within their respective schools, **the principals' responsibility under the appraisal program** are as follows:

- 4.2.1 To supervise those aspects which are intended to maintain and promote the effectiveness of teaching and learning, by collaborating directly with the teachers.
- 4.2.2 To evaluate the instructional program and process in order to:
 - * stimulate the improvement of performance and the quality of instruction,
 - * promote communication and cooperative effort between administration, teachers, and other persons involved in the teaching/learning process,
 - * determine specific interests and competencies which exist among staff members,
 - * determine weakness in teaching techniques and/or classroom management for the purpose of helping,
 - * maintain anecdotal records of pertinent information pertaining to serious problems,

- * assist in administrative decisions regarding future staffing,
 - * assist new teachers starting their professional career or new to the school setting,
 - * visit and appraise teachers on staff who request an appraisal or whose teaching effectiveness is in question with the Principal and visit and appraise all staff members in accordance with policy and regulations.
- 4.2.3 To use the appraisal form as established by CISND.
- 4.2.4 To provide a verbal or written report within one week of a teachers visit.
- 4.2.5 To provide the teacher a final written report within one month of the last appraisal visit.

4.3 SUPERINTENDENT

The Superintendent's responsibility under the appraisal program is as follows:

- 4.3.1 The Superintendent of Schools will establish and maintain suitable procedures for supervising performance of school staff members.
- 4.3.2 The Superintendent may be involved in the informal appraisal procedure but will generally be involved in the formal procedures.
- 4.3.3 The Superintendent can be requested by the Principal or a Teacher to take part in the appraisal process.
- 4.3.4 The Superintendent can initiate an appraisal of a teacher's performance.

4.4 CISND

The **CISND's responsibility under the appraisal program** is as follows:

- 4.4.1 The Board of Directors will review all cases of termination recommended by the Superintendent.
- 4.4.2 The Board of Directors will ensure that appropriate steps have been taken to comply with the philosophy of Catholic schools and that necessary requirements have been met.
- 4.4.3 The Board of Directors will function as one level of appeal as outlined in the policies and procedures.

5. Appraisal of a Teacher

- 5.1 An appraisal shall be conducted
 - 5.1.1 for teachers on a temporary or probationary contract; or,
 - 5.1.2 for a permanent contract teacher who requests an appraisal; or
 - 5.1.3 when required for possible promotion purposes; or
 - 5.1.4 when the principal deems it is necessary, a minimum of once every six (6) years

- 5.2 On initiating an appraisal, the Principal must meet with the teacher to communicate explicitly the
 - 5.2.1 reasons and purposes for the appraisal.
 - 5.2.2 process, criteria, and standards to be used.
 - 5.2.3 timelines to be applied: and
 - 5.2.4 outcomes of the appraisal
- 5.3 The Principal is the primary evaluator. Other school-based administrators may be asked to share in this responsibility.
- 5.4 In situations where other administrative personnel are involved, **the principal retains the responsibility, must review the appraisal, and note there is concurrence with what is stated. The principal must also sign the appraisal form.**
- 5.5 The teacher is to be involved in all levels of the appraisal process.
- 5.6 Upon completion of an appraisal, the principal will provide to the teacher the original completed appraisal report. The teacher shall sign the report stating they have read the contents and may provide comments if so desired.
- 5.7 The teacher has the right to appeal an appraisal report, in accordance with the current CISND policy, regulations and procedures.
- 5.8 A copy of all appraisals is sent to the Superintendent of Schools.
- 5.9 A decision by the Superintendent or designate that a teacher be removed from probation and deemed to be permanent employee shall be supported by:
 - 5.9.1 the result of at least one satisfactory formal appraisal completed by the school principal, and
 - 5.9.2 a recommendation from the principal that the teacher be removed from probation and given "permanent status."
- 5.10 When a principal has deemed, because of an appraisal, that a temporary teacher's performance is not satisfactory, the teacher will be given a formal written report stating the unsatisfactory rating and areas for improvement. As the contract is temporary, no further action is taken.
- 5.11 When a principal has deemed, because of an appraisal, that a probationary teacher's performance is not satisfactory, the teacher will be given a formal written report stating the unsatisfactory rating and areas of improvement. The principal will then recommend a second probationary contract or termination of the existing contract. If the teacher is given a second probationary contract the principal will:
 - 5.11.1 Inform the teacher of the professional responsibility to seek improvement.
 - 5.11.2 Identify area(s) of teacher's performance that require improvement.
 - 5.11.3 Provide a timeline for achieving an overall satisfactory level of performance.

5.11.4 Inform the teacher that second unsatisfactory report will result in termination

5.12 Where a principal has deemed that a permanent teacher's performance is not satisfactory, the teacher will be placed on review. The Superintendent will notify the teacher in writing that if the teacher's performance remains unsatisfactory and unless appropriate improvement is made, consideration will be given to terminating the contract.

5.12.1 The Teacher will be given a letter stating:

5.12.1.1 the specific goals to be achieved.

5.12.1.2 timeline to achieve the goals.

5.12.1.3 that the Superintendent of Schools will also be asked to complete a report.

5.13 The teacher has the right to appeal in accordance with CISND policy, regulations, and procedures.

Date Approved: August 2023
Date(s) Revised:
Date Reviewed: