
Purpose/Background

To ensure all teachers in the Division receive meaningful evaluations for their growth, in compliance with the Teaching Quality Standard 2023 (TQS).

Procedures

1. Teachers shall be evaluated a minimum of once per year while holding a Temporary, Probationary or Interim Teaching Contract. These evaluations are for contractual and/or certification purposes. Teachers holding Continuing Teaching Contracts may be evaluated as per procedures outlined in this document.
2. At the beginning of October in each school year, principals will refer to their Dashboard on the Atrieve Portal to identify teachers who require evaluations (for contractual or certification purposes) in the current school year. The following procedures apply based on the type of teacher contract:
 - 2.1 **Probationary Contracts** - Teachers on a probationary contract require two full evaluations due January 15 and March 31. The only exception to the above is if that teacher has a minimum of one prior Division evaluation on record, from the previous year. If this is the case, there is only one evaluation due on March 31. As per the Education Act, a probationary contract may be extended for one year following the initial probationary year if evaluations indicate a further probationary period is required and the teacher agrees. In this case, two evaluations shall be conducted for teachers holding an Extended Probationary contract.
 - 2.2 To note: if it has been more than two years since the previous evaluation, the principal shall conduct two evaluations on the teacher. **Temporary or Interim Contracts** (eight months or more) - Teachers who are on a temporary or interim contract for more than eight months (full or part-time) require two evaluations, due January 15 and March 31. Like probationary contracts, the same exception applies for a teacher on a temporary or interim contract, if they have had at least one evaluation the previous school year. **Temporary or Interim Contracts** (3-7 months) - Teachers who are on a temporary or interim contract (full or part-time) for three to seven months require one evaluation, due at the end of the second to last month of their contract. To note: contracts that start after March 1 do not require an evaluation. This does not preclude the principal from completing an evaluation.
 - 2.3 **Temporary or Interim Contracts** (less than 3 months) - Teachers who are on a temporary or interim contract (full or part-time) for less than three months do not require an evaluation. This does not preclude the principal from completing an evaluation.
 - 2.4 For a new teacher to be recommended for Permanent Professional Teaching Certificate with Alberta Education, the teacher requires two successful evaluations along with the completion of two full years of teaching.
3. Evaluation of a continuing contract teacher may be initiated as a result of ongoing supervision when a principal has reason to believe the teacher may not be meeting the TQS. In all such scenarios, consultation must be undertaken with the Associate Superintendent of Human Resources (HR) or designate prior to engaging the process. As well, at any time, the teacher and/or the principal may request assistance from the ATA. Efforts to help the teacher are to be made and documented, prior to initiation of an evaluation. Principals shall follow the flow chart in Appendix A.

-
4. The following timelines apply for the evaluative processes:
 - 4.1 Beginning of October – Principals have reviewed their dashboard on the Atrieve Portal as to which teachers must be evaluated and for what purpose. If a principal has a teacher on a contract from Section 2 not listed on their dashboard, they are asked to contact HR.
 - 4.2 January 15 – first evaluation completed and submitted to Human Resources by emailing a scanned copy of the final to hr@rockyview.ab.ca.
 - 4.3 March 31 – second evaluation completed and submitted to Human Resources by emailing a scanned copy of the final signed evaluation to hr@rockyview.ab.ca.
 - 4.4 March 31 – Extended Probationary – If a principal is recommending an Extended Probationary contract for the following year; this must be indicated on the evaluation form in March and the areas of concern as they relate to the TQS must be cited. The reasons for the Extended Probationary contract must be clearly communicated to the teacher from the principal and the Associate Superintendent of Human Resources or designate.
 - 4.5 Second to last month – evaluation due for 3-7-month contracts.
 - 4.6 Remediation – must be a minimum of three months. Remediation is required for continuing contract teachers who undergo an evaluation of their professional practice and who have been deemed to be not meeting the TQS by their principal/supervisor. The purpose of the remediation period is to assist the teacher with their professional growth.
 - 4.7 Evaluation following remediation. In all cases, when a teacher has engaged in a remediation plan, an evaluation of the teacher’s professional practice shall be undertaken by the Associate Superintendent of Human Resources or designate.
 - 4.8 As required - Based on information received through ongoing supervision, if the principal has reason to believe a teacher is not meeting the expectations of the TQS, the teacher is issued a Notice of Evaluation.
 5. Guidelines for completing the evaluation form
 - 5.1 The evaluation form for teachers (AF423) is available on the Division website (Staff/Administrative Forms/400-Personnel and Employee Relations). Principals shall ensure they are using the most up to date form located on the Division website.
 - 5.2 All evaluations – The teacher must be given written notice of the evaluation. The following must be included in the notice:
 - 5.2.1 Process – dates, pre and post conference, document review, website review, etc.
 - 5.2.2 Criteria – based on TQS
 - 5.2.3 Outcomes – meeting or not meeting TQS
 - 5.3 Opening comments – the evaluator only needs to write once.
 - 5.4 Evaluation Process - Each evaluation shall involve a minimum of three observations – each observation being the entire length of a class period or lesson. Pre and post conferencing

discussions with the teacher are to be conducted for each observation.

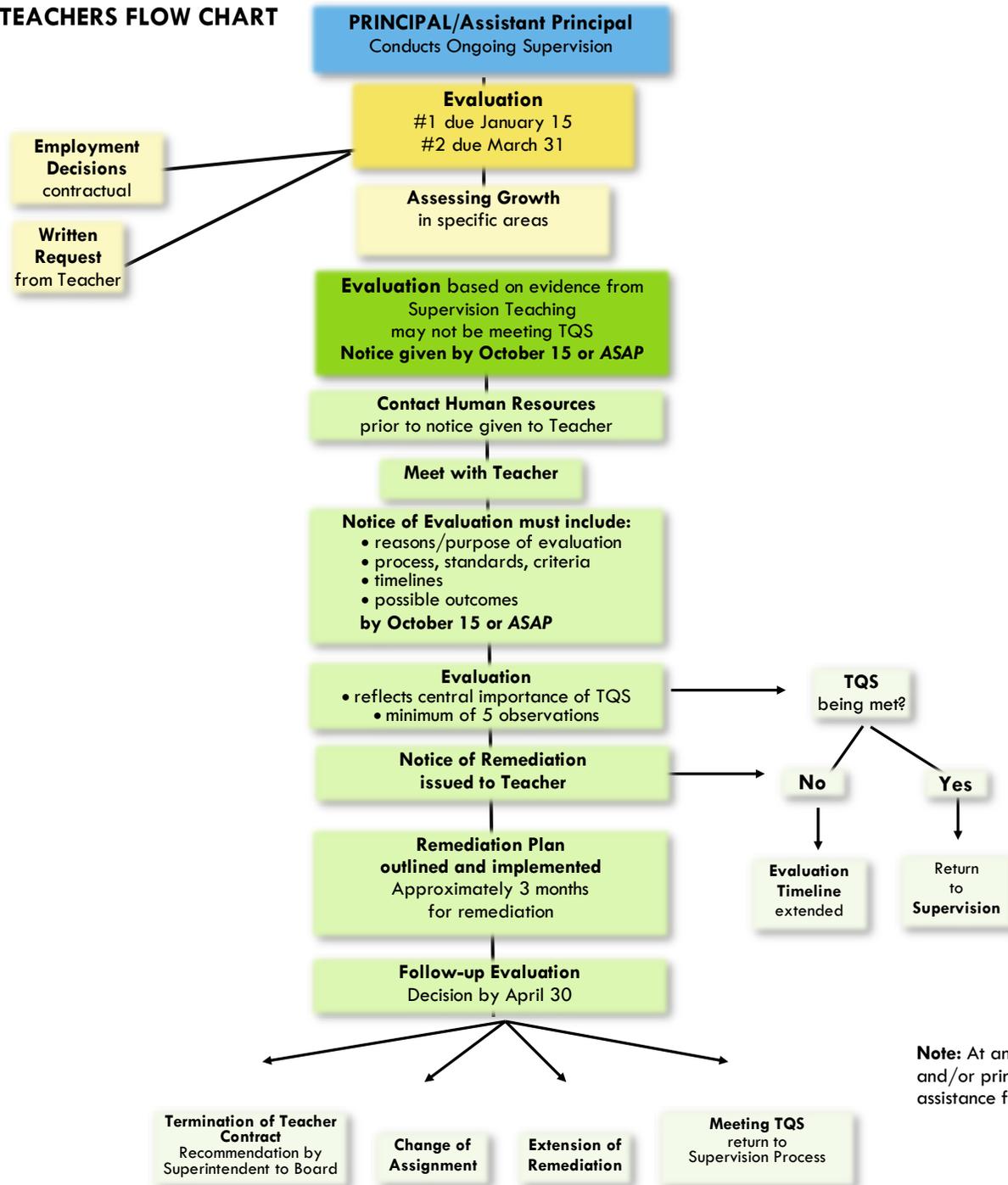
- 5.5 Competencies on form – the evaluator must read and be familiar with the entire competency for each section by referring the Teaching Quality Standard.
- 5.6 Comment Sections – Will expand to any length the evaluator requires.
- 5.7 Recommendations for Growth – Must always be included. Evaluations are first and foremost growth documents.
- 5.8 Commendations and Final Comments – Must always be included and specifically outline/highlight successes. Final comments must be used to summarize recommendations.
- 5.9 Spelling and Grammar - The evaluator/principal shall perform a final spelling and grammar check of the evaluation before printing and signing. In order to perform the spelling and grammar check, the evaluation will need to be unlocked. To unlock the document in Microsoft Word, select **Review/Restrict Editing/Stop Protection**. Once the evaluation is unlocked, a spelling and grammar check can be performed. It is strongly recommended administrators co-edit prior to final signatures.
- 5.10 Signatures – The evaluator/principal is to sign the evaluation along with the teacher. Once signed, the evaluator scans a copy and emails it to hr@rockyview.ab.ca. The teacher should retain the original signed copy for their records.

Reference:

- RVS AF423- Evaluation of Teacher Professional Practice
- Education Act
- Freedom of Information and Protection of Privacy Act
- Teaching Profession Act
- Certification of Teachers Regulation 3/99 (Amended A.R. 84/2019)
- Practice Review of Teachers Regulation 92/2019
- Teaching Quality Standard (2023)
- Ministerial Order 028/2020 - Student Learning
- Guide to Education ECS to Grade 12

**Appendix A
EVALUATION
TEACHERS FLOW CHART**

GUIDELINES



Note: At any time, the teacher and/or principal may request assistance from the ATA.