

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<p>Performance Evaluation of Teachers in the First Year of a Permanent Contract</p>
<p>ADMINISTRATIVE PROTOCOL Revised June 18, 2019 Revised Dec. 17, 2024</p>	<p>Supporting Policy GCNA - Performance Evaluation of Teaching 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 performance evaluations during that school year. The following protocol will apply for **all teachers in their first year on a Permanent contract with the Division**.

- At the outset of the performance evaluation process, 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”.
- The Principal should conduct at least **one** informal classroom observation each month or at appropriate intervals.
- **October 15:** Initial informal observations complete. Further observations may occur at any time throughout the year.
- **October 31:** First Formal Observation completed and forwarded to Staff Services.
- **November 30:** Second Formal Observation completed and forwarded to Staff Services. Any additional Formal Observations completed will be forwarded to Staff Services.
- **On or before March 1:** Summative Report completed and forwarded to Staff Services.

Timelines presented above may be altered in consultation with the Superintendent of Schools (or designate). Timelines will be altered in situations where a teacher’s contract anniversary date does not align with the beginning of the school year. At any time, if a Principal has concerns related to insubordination, misconduct, or incompetence of a teacher, the Principal will follow steps outlined in Policy GCQF/GDQD – Progressive Discipline.

Addressing special circumstances

- **If the teacher is assigned to more than one school**, the Principals of the **all** the appropriate schools will conduct the performance evaluation collaboratively and inform the appropriate Assistant Superintendent(s) of the evaluation plan.
- **If the teacher is absent during the evaluation process**, the process will continue upon the teacher’s return.
- **If the Principal in consultation with the Superintendent of Schools (or designate) determines that the evaluation process shall continue the following year**, the teacher will be informed in writing.

Templates needed

[Teacher Formal Observation Report](#)

[Teacher Summative Report](#)