

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
PERFORMANCE EVALUATION OF TEACHING STAFF	GCNA

I. POLICY

The Louis Riel School Division (Division) believes that student success and teacher performance are inextricably linked and that professional growth is essential and expected throughout all stages of a teacher’s career, as outlined in Section 39(f) of the [Education Administration Miscellaneous Provisions Regulation \(M.R. 468/88 R\)](#).

Ongoing formal and informal evaluation of teachers’ performance by the Principal strives to enhance professional growth to benefit student success and support systemic accountability and the tenure process.

II. GUIDELINES

- A. In the present policy, the term “Teacher” shall refer to all staff employed on a permanent contract in a position covered by the MSBA/MTS Provincial Collective Agreement with the exception of Principals, Vice-Principals, and Supervisors for whom details related to performance valuation are detailed in [Policy GCNB – Supervision: Educational Leaders](#).
- B. The performance evaluation process outlined in the **PROCEDURES** below applies to:
 1. Teachers on Term Contracts of sixty teaching days or more
 2. Teachers in the first year of a permanent contract
 3. Teachers on permanent contract who request to be evaluated in accordance with Article 5.05 of the MSBA/MTS Provincial Collective Agreement
 4. Any teacher at the discretion of the Superintendent of Schools or designate
- C. The Principal has the definitive responsibility for the performance evaluation of teachers under their supervision, as outlined in the **PROCEDURES** below.
- D. The Principal may designate a Vice-Principal or Supervisor to conduct the performance evaluation of specific teachers; however, the Principal retains definitive responsibility and must oversee the process.

III. PROCEDURES

- I. All teachers on Term Contracts of sixty (60) teaching days or more will:

Adopted:	June 1, 2007	Legal References: Education Administration Miscellaneous Provisions Regulation (M.R. 468/88 R) , Section 39(f)
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- I.1. Complete all processes related to Continuous Professional Growth as outlined in Policy GCKC – Staff Development.
- I.2. Receive a summative evaluation report by the term end date or May 31, whichever comes first.
- I.3. Sign the summative evaluation and provide written comments, if desired.

A summative report will not be completed for teachers employed within the Division under both a permanent and term contract, except where required under **GUIDELINE A4**. Where a teacher is in the first year of a permanent contract and also employed on a term contract, **PROCEDURE 2** applies.

2. Teachers in the first year of a permanent contract will:
 - 2.1 Complete all processes related to Continuous Professional Growth as outlined in Policy GCKC – Staff Development.
 - 2.2 Engage in a series of meetings/observations with the Principal (or designate), including a minimum of two formal observations, as outlined in the [Administrative Protocol to Evaluate Teachers in the First Year of a Permanent Contract](#)
 - 2.3 Engage in additional meetings and/or observations, as deemed necessary by the Principal (or designate).
 - 2.4 Attend a final meeting in which the Principal (or designate) provides a written summative evaluation, including a statement regarding continued employment.

See **Administrative Protocol: Performance Evaluation of Teachers in the First Year of a Permanent Contract** for more detailed information, including timelines.
- 3 Tenured teachers requesting to be evaluated will follow the process outlined in **PROCEDURE I** above.
- 4 Where the Superintendent of Schools (or designates) identifies a teacher for performance evaluation, written notification shall be provided.

Required Information:

- [Protocol to Evaluate Non-Tenured Teachers on Permanent Contracts](#)
- [Teacher Formal Observation Report](#)
- [Teacher Summative Report](#)
- [Clinicians Formal Observation](#)
- [Clinicians Summative Report](#)
- [Clinicians Growth Plan](#)

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