



## GENERAL SCHOOL ADMINISTRATION

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### EVALUATION-TEACHER 323

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#### **Rationale**

Professional growth is an essential part of successful teaching. The goals of professional growth are:

- to develop and maintain a learning environment for students that is consistent with the Gospel and a Catholic philosophy of education,
- to assist teachers in the full realization of their mission as Catholic educators,
- and to promote and facilitate a continuous program of teacher reflection, decision-making and personal and professional growth.

#### **Policy**

A planned program of teacher professional growth consists of both formative and summative evaluation. All teachers, in communication with their Principal, will participate in an on-going process to develop and implement an annual teacher growth plan. The process to be used for the formative and summative evaluations is clearly outlined in the “CISVA Teacher Professional Growth” section of the “Professional Learning Communities” binder. Principals are required to submit summative evaluation reports to the Superintendent’s Office according to the cycle described below.

#### **Procedure**

Summative Evaluations are to be completed according to the schedule outlined below and are due to the Superintendent’s Office by May 31<sup>st</sup> each year.

#### **Cycle and Frequency**

- ***Regular Cycle:*** In the regular cycle of supervision, a teacher is required to undertake a process of formative evaluation on an annual basis with a summative evaluation every fourth year.
- ***CISVA Teachers New to the School:*** CISVA teachers new to another CISVA school continue in the regular cycle of evaluation. However, a principal may request that a teacher new to the school undertake a process of summative evaluation.
- ***Teachers New to CISVA (with one or more years of teaching experience):*** Teachers new to the CISVA but who have one or more years of teaching experience, are required to undertake a process of summative evaluation for one (1) year before entering the regular cycle of supervision.
- ***Teachers New to the Profession:*** Teachers new to the profession are required to undertake a process of summative evaluation for two (2) years before entering the regular cycle of supervision.



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- ***Special Circumstances:*** There may be times in which a teacher may be required or request a summative evaluation independent of the regular cycle of supervision. A teacher may, for example, be considered “at risk” and a summative evaluation would be required to properly assess teaching competencies. In another circumstance, a teacher may request a summative evaluation for reasons of personal professional growth. Other circumstances may also apply whereby a summative evaluation is initiated at the discretion of the principal and in communication/consultation with the teacher.

Reference: CISVA Teacher Professional Growth ( <a href="http://www.cisva.bc.ca">www.cisva.bc.ca</a> )	Approved: Board of Directors
	Date Approved: June 7, 2011
	Date(s) Revised:
Cross-reference:	