



Teacher Evaluation and Professional Growth Policy

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,
- to promote and facilitate a continuous program of teacher reflection, decision making and professional growth.

Policy

A planned program of teacher professional growth consists of both formative growth and summative evaluation. All teachers, in communication with their Principal, will participate in an on-going process to develop and implement an Annual Professional Growth Plan. The process to be used for the formative growth and summative evaluation is clearly outlined in the “Catholic Independent Schools of BC Framework for Professional Growth: Teacher”. 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 31st each year.

1. Cycle and Frequency

- **Regular Cycle:** In the regular cycle of supervision, a teacher is required to undertake a process of formative growth on an annual basis with a summative evaluation every fifth year.
- **CISVA Teachers New to the School:** CISVA teachers new to another CISVA school continue in the regular cycle of supervision. 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.

2. Spiritual Formation for the Apostolate of Catholic Education

During the year of a summative evaluation, teachers will participate in a structured conversation with their school pastor, or his delegate, based on a set of questions as stated in the “Apostolate for Catholic Education Discussion Questions with School Pastor”. The pastor and teacher will sign a form verifying completion of the process and forward it to the Superintendent’s Office.

3. 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.