

# Code G: Personnel and Employee Relations

## POLICY TITLE AND CODE

**PROFESSIONAL STAFF - PERFORMANCE APPRAISALS - TEACHERS GEC**

## STATEMENT OF POLICY

Teachers shall participate in a performance appraisal in each of their first, second, and fifth years and every fifth year thereafter, throughout their employment with Greater Saskatoon Catholic Schools.

## RATIONALE

Teachers are responsible for continually reflecting upon their teaching practices, including both successful practices and areas identified for improvement. Development and improvement occurs when individuals take responsibility for their own professional growth.

Continued professional learning is necessary in order to respond to the dynamic nature of education in Saskatchewan. Effective instructional practice is critical to student learning. Additionally, Catholic educators are called to reach out to all students, provide each with an opportunity for success and with hope for the future.

Performance appraisals provide professional staff with an opportunity to reflect on their teaching practice, to seek improvement where needed and to celebrate their successes.

## AUTHORITY

- The Education Act, Sections 108 (c) and 175 (2d)
- Saskatchewan Teachers' Federation Policy: Teacher Supervision and Evaluation

## GUIDELINES

1. Greater Saskatoon Catholic Schools is committed to support each teacher participating in the performance appraisal process.
2. The Director of Education, Superintendents of Education, School Principals, or their designate(s) are responsible for overseeing the performance appraisals of teaching staff.
3. The performance appraisal of teachers shall be based upon the criteria established by Greater Saskatoon Catholic Schools.

## **PROCEDURES**

1. Information used to create a performance appraisal should be derived from classroom observations, professional dialogue, self-assessment, and a variety of other mutually agreed upon strategies.
2. Teachers shall receive prior notice of any classroom observation to be used to create a performance appraisal.
3. A copy of the performance appraisal shall be provided to the teacher, the school principal, and one copy shall be placed in the teacher's personnel file.
4. Additional performance appraisals of teachers may be initiated at their own request or at the request of the Principal or Superintendent of Education.
5. Teachers shall have the opportunity to append written comments about their performance appraisal.

## **REFERENCES**

Statement of Education Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships
- To assist parents in their Christian responsibility as primary educators of their children
- To provide an identifiable Catholic environment
- To offer formation based on the values of Catholic education
- To encourage the development of each person's God-given talents
- To support staff members as witnesses of their faith to students, each other, and the community
- To provide opportunities for each staff member to grow in awareness of the calling to serve

## **FORMS**

Performance Appraisal Instruments

## **DATE APPROVED**

April 2004

## **DATE AMENDED**

August 2010