



**SECTION 1000 – HUMAN RESOURCES  
EVALUATION OF TEACHING STAFF**

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A process is followed in which teachers are evaluated and provided with feedback from administrators. Teachers shall develop Professional Learning Plans (PLPs) to foster their own professional growth in years where they are not being formally evaluated.

**Overview of Evaluation:**

In every school year, teachers will be involved in either a Formal Teacher Evaluation or a PLP.

Term Teachers are not required to be evaluated formally. Administrators are encouraged to observe term teachers regularly and provide informal feedback. A PLP for a full-year term teacher is optional, and at the discretion of the administrator.

Teachers new to the Profession shall have a formal evaluation in their first and third year, if on regular contracts.

Teachers new to the Division with previous teaching experience shall have a formal evaluation in their first year if they are on regular contracts.

Lord Selkirk School Division (LSSD) experienced teachers shall be formally evaluated by their administrators every five years. Evaluations may occur prior to that if requested by the teacher or deemed necessary by the administrator.

**Professional Learning Plans:**

Teachers shall develop their PLP in years when they are not being formally evaluated.

**Teachers shall:**

- review the LSSD Criteria for Quality Teaching Framework & corresponding rubric, and provide a copy of their PLP to their administrator;
- keep copies of their PLP to use as working documents to record actions and evidence throughout the school year;
- provide copies of the completed plan to their administrators.

**Administrators shall:**

- conduct an initial conference with the teacher to review and sign the PLP by October 15th;
- review the PLP with the teacher by May 15th.

**Cross Reference:**

<b>Board Informed:</b> March 2018	<b>Procedure Review Date:</b> September 2023	<b>Procedure Revision Date:</b>	<b>Page 1 of 2</b>
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**Formal Teacher Evaluation:**

**Teachers shall:**

- complete the Self-Assessment Form and discuss it with their administrator by October 15th.

**Administrators shall:**

- conduct an initial conference with the teacher by October 15th;
- make regular classroom visits including a minimum of three formal observations with written feedback;
- conduct a post-observation meeting with the teacher after each observation;
- complete a final report using the LSSD Formal Teacher Evaluation Form; and
- submit the signed form to the Superintendent's Department by May 15th.

If a teacher demonstrated unsatisfactory performance according to the LSSD Criteria for Quality Teaching Framework, the administrator shall place the teacher on Intensive Teacher Supervision and Evaluation (see AP 1060).

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**Page 2 of 2**