



**Department: Human Resources**  
**Section: Employee Development and Evaluation**

In compliance with the *Nova Scotia Education Act*, the Annapolis Valley Regional School Board must conduct annual performance appraisals of all staff employed by the school board. Performance appraisals of teachers not receiving an administrative allowance shall be in accordance with the *Education Act (Nova Scotia)*, the Performance Appraisal Policy and the Teachers' Provincial Agreement.

## 1.0 Introduction

- 1.1 The Principal of the school or the Director of the department will be responsible for ensuring that the performance appraisal processes are carried out as outlined in these procedures and on an annual basis. Normally, Performance Appraisals will be conducted by line supervisors including Principals, Vice-Principals and Coordinators, and will be referred to as the "appraiser" in these procedures.
- 1.2 The formative appraisal for permanent contract teachers is a co-operative and respectful professional development process. The main function of the formative appraisal process is to facilitate professional growth and to increase teacher effectiveness. The process shall be completed using the respective Formative Performance Appraisal Form for Permanent Contract Teachers. If significant concerns are identified during the formative performance appraisal cycle, then the process will move to a summative performance appraisal process (See 5.0 Summative Performance Appraisal Process for Permanent Contract Teachers).
- 1.3 The summative process for:
  - 1.3.1 term contract teachers is for employment decisions, such as the retention, termination, or a recommendation for granting a subsequent contract;
  - 1.3.2 probationary contract teachers is for employment decisions, such as the retention, termination, extending the probationary period or granting of a permanent contract;
  - 1.3.3 permanent contract teachers may be undertaken with the approval of the Director of Human Resources, or designate, in consultation with the appraiser, the Principal of the school or the Director of the department (if different from the appraiser) in those situations where significant concerns have been expressed regarding the competency of the teacher and may lead to the recommendation for the termination of the teacher's contract; and,
  - 1.3.4 the process shall be completed using the Summative Performance Appraisal Form for Teachers.

1.4 The performance appraisal is a confidential matter.

2.0 Performance Appraisal criteria is directly related to the duties of a teacher.

3.0 The Formative Performance Appraisal Process (Permanent Contract Teachers)

Normally, all formative appraisals will be completed by the last teaching day of the school year and will include the following components.

- 3.1 A Pre-Appraisal Conference meeting between the appraiser, the teacher or a group of teachers.
  - 3.1.1 The appraiser will provide an explanation of the appraisal process.
  - 3.1.2 The appraiser will review the duties and responsibilities of teachers as described in the *Education Act (Nova Scotia)* and as are further described on the Formative Performance Appraisal Form for Permanent Contract Teachers.
  - 3.1.3 Any professional development will be identified.
  - 3.1.4 The process for information gathering will be determined: what (instruments), how the information will be gathered, and who will gather the information.
  - 3.1.5 Time-line(s) will be established.
- 3.2 Ongoing Data Collection/Observation Sessions include, but not limited to:
  - 3.2.1 classroom observations and demonstrations of professional responsibilities.
  - 3.2.2 may involve a Self-Appraisal, a 360 Degree Appraisal, or a Professional Portfolio.
  - 3.2.3 conferencing between the appraiser and teacher (an opportunity for ongoing input, questions and feedback).
- 3.3 A Final Performance Appraisal Report
  - 3.3.1 A written report will be completed using the Formative Performance Appraisal Form for Permanent Contract Teachers.
- 3.4 A Post-Appraisal Conference meeting between the appraiser and the teacher:
  - 3.4.1. to review and discuss the appraisal document(s);
  - 3.4.2. to discuss areas of strength and suggested changes/improvements;
  - 3.4.3 to provide opportunity for discussion of the final report; revisions may occur as a result of the discussion; and,
  - 3.4.4 to review recommendations.
- 3.5 If significant concerns are identified during the formative performance appraisal, then the appraiser will recommend to the Director of Human Resources, or designate, that the process move to a summative performance appraisal.
- 3.6 The original signed written Performance Appraisal Report will be forwarded to the Human Resources Department by the appraiser to be included in the teacher's personal file. A copy will be provided to the teacher.

#### 4.0 Summative Appraisal Process (Probationary and Term Contract Teachers)

Normally, all summative appraisals will be completed by the last teaching day of April or prior to the end of the Term contract and will include the following components.

4.1 A Pre-Appraisal Conference meeting between the teacher and the appraiser:

- 4.1.1 The appraiser will review the appraisal process.
- 4.1.2 The appraiser will review the duties and responsibilities of teachers as described in the *Education Act (Nova Scotia)* and as are further described on the Summative Performance Appraisal Form and the performance expectations.
- 4.1.3 Identification of any training and development to be implemented.
- 4.1.4 Determination of information gathering: what (instruments), how the information will be gathered, and who will gather the information.
- 4.1.5 Determination of the timeline.

4.2 Ongoing Data Collection/Observation Sessions will normally include, but not limited to:

- 4.2.1 Observations and demonstrations of quality and quantity of work.
- 4.2.2 Conferencing between the appraiser and teacher; an opportunity for ongoing input, questions and feedback.
- 4.2.3 Where there have been performance concerns, conferencing should follow classroom observations as soon as reasonably possible to discuss observations and documentation.

4.3 A Final Performance Appraisal Report

A written report will be completed using the Summative Performance Appraisal Form for Teachers. The report will include a final recommendation to the Director of Human Resources, or designate:

- 4.3.1 For a term teacher, if expectations have been met, the appraiser will recommend retention with the Board. If expectations have not been met, the appraiser will not recommend retention with the Board or may recommend retention with specific restrictions.
- 4.3.2 For a probationary teacher, if expectations have been met, the appraiser will recommend retention with the Board. If expectations have not been met, the appraiser will not recommend retention with the Board. The appraiser will make a recommendation to the Director of Human Resources, or designate, for termination of the teacher or further action. Concerns identified by the appraiser must be substantiated in the final appraisal document.

4.4 A Post-Appraisal Conference meeting between the appraiser and the teacher:

- 4.4.1 to review the findings of the appraiser and the appraisal document(s);

- 4.4.2 to provide opportunity for discussion of the final report and revisions may occur as a result of the discussion;
  - 4.4.3 to review final recommendations.
  - 4.5 The original signed written Performance Appraisal Report will be forwarded to the Human Resources Department by the appraiser to be included in the teacher's personal file. A copy will be provided to the teacher.
- 5.0 Summative Appraisal Process (Permanent Contract Teachers)
- Normally, all summative appraisals will be completed by the last teaching day of April and will include the following components.
- 5.1 A letter of notification of commencement of summative appraisal process from the Director of Human Resources, or designate.
  - 5.2 The teacher may request NSTU representation at any meetings related to this process.
  - 5.3 A meeting will take place with the Director of Human Resources, or designate; the supervisor; the appraiser(s), if different from the supervisor; and the teacher within seven school days of receipt of the letter of notification. The supervisor will ensure that all issues and decisions are recorded in writing and distributed to meeting participants. At this meeting the following will occur:
    - 5.3.1 identification of concerns
    - 5.3.2 review summative process
    - 5.3.3 establish goals to address identified concerns
    - 5.3.4 determine appraiser(s)
    - 5.3.5 establish the timelines.
  - 5.4 A planning conference between the appraiser and teacher must take place within two weeks of the notification meeting and will include:
    - 5.4.1 a review of the goals
    - 5.4.2 a plan to address the goals
    - 5.4.3 actions by the teacher
    - 5.4.4 supervisor support
    - 5.4.5 indicators of success
    - 5.4.6 observation techniques that will be used to collect data for the report
    - 5.4.7 timelines
    - 5.4.8 data collection
    - 5.4.9 formal classroom observations.
  - 5.5 Classroom observation will be a mandatory part of this process. The appraiser will visit the classroom or teaching area while the teacher is teaching on at least four separate occasions. The dates, times, and summary of observations of each visit will be documented and included in the final appraisal document. A conference will

take place within a week after each classroom visit to discuss observations and documentation.

- 5.6 A Final Performance Appraisal Report will be completed using the Summative Performance Appraisal Form for Teachers. The report will include a final recommendation to the Director of Human Resources, or designate:
  - 5.6.1 If the goals have been achieved, then the appraiser will recommend to the Director of Human Resources, or designate, that the summative process end and the teacher return to the formative appraisal cycle. All future formative appraisals must indicate sustained teacher effectiveness or a recommendation to return to the summative process will be made.
  - 5.6.2 If the goals have not been achieved, then the appraiser will recommend to the Director of Human Resources, or designate, for termination of the teacher or further action. Concerns identified by the appraiser must be substantiated in the final appraisal document.
  - 5.6.3 The teacher will sign the final appraisal document to attest to the fact that the teacher has read the appraisal document. The teacher will have the right to submit a written response to the appraisal and have it appended to the appraisal document. A copy of the final appraisal document complete with signatures, attachments, and documentation, and the teacher's written response must be given to the teacher. The final appraisal document will be submitted by the appraiser to the Director of Human Resources, or designate, and will be placed in the teacher's personal file.

### Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

**Superintendent Approved:** July 11/03  
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**Monitoring Date:** Annually  
**Revised:** December 19/08, November 6/15