

DIVISION: Programs and Human Resources **EFFECTIVE:** September 1, 2014

NAME: Performance Accountability and Professional Growth and Appraisal for Teachers,
Teaching and Learning Assistants, and School Administrators

APPROVED: April 14, 2014 **AMENDED:** June 8, 2019

POLICY STATEMENT:

The Newfoundland and Labrador English School District (the “District”) supports a performance appraisal and evaluation process for teaching staff and school administrators that is open and transparent, highlights good practice, supports continuous professional growth and development, fosters improvement and is consistent, fair and timely.

BACKGROUND:

The District recognizes that a commitment to the professional growth of employees enhances employee engagement and commitment, and contributes to the growth of the organization. Effective and meaningful performance appraisal is collaborative and self-reflective; is open and transparent; requires a focus on continuous professional growth and skills development of an employee, and identifies areas for improvement.

SCOPE:

This policy applies to all teachers, teaching and learning assistants, and administrators as defined by the NLTA Collective Agreement with the Newfoundland and Labrador English School District.

DEFINITIONS:

Performance Appraisal - The process by which the job performance of an employee is supported and evaluated. Performance appraisals support the continuous professional growth and development of an employee. They consist of regular reviews of employee performance within organizations, through the use of predetermined standards and documentation, in order to provide feedback and support to the employee.

POLICY DIRECTIVES:

1. The CEO/Director of Education shall ensure that a process for teacher and administrator professional growth and appraisal is developed and implemented.
2. All teachers, teaching and learning assistants, and school administrators shall participate in a formal performance appraisal process once every five years, or as determined necessary by the CEO/Director of Education.
3. Performance appraisals will be regularly reviewed by the Director of Schools.
4. The performance appraisal process shall:
 - a) Ensure that the quality and quantity of work performed by District teachers, teaching and learning assistants, and school administrators meets the District's standards and needs.
 - b) Allow for ongoing communication between the supervisor and the employee about job performance.
 - c) Clarify expectations for an employee's future performance.
 - d) Provide reasonable opportunity to accommodate the professional learning needs of participating teachers.
 - e) Support decisions regarding promotions, transfers, and terminations.