



Administrative, Teacher, EA & Support Staff Evaluation Policy

Preamble

Quality classroom instruction and educational leadership is a prime consideration in meeting the educational needs of students. Therefore any appraisal system must be concerned with the degree to which the students are learning and meeting program expectations in a Catholic school setting. Performance reviews are intended to develop professional competencies, encourage individual growth, and ultimately promote the best possible learning environment within the school. The process assumes that teachers and administrators are professionally competent and merit support, want to increase their professional competence and effectiveness, and are prepared to be accountable for their performance.

Policy

- 1. Evaluation of the President** - The St Thomas More Collegiate Board will conduct a formal appraisal process in relation to the president, in accordance with the president's employment contract.
- 2. Evaluation of the Principal** - The St Thomas More Collegiate President will conduct a formal appraisal process in relation to the principal before the end of the first and third years of service, and every third year thereafter or as initiated by the principal or the president.
- 3. Evaluation of Vice-Principals** - The principal will conduct a formal appraisal process in relation to the vice-principal before the end of the first and third years of service and every third year thereafter or as initiated by the vice-principal or the principal.
- 4. Evaluation of Teachers** - The principal will conduct a formal appraisal process in relation to each teacher in their first and second years and every fourth year thereafter throughout their employment with the school or as initiated by the teacher or the principal. On an ongoing basis, the Principal, Vice-Principals, Director of Teaching and Learning, and Heads of Departments will take part in Mini Observations of all teaching staff. The goal being to see all aspects of a Teacher's classroom at various times over the school year. Over a three year period all Teaching staff should be observed via the Mini-Observation process. Please see the [Mini-Observation Response](#) Sheet for further details.
- 5. Evaluation of Educational Assistants** - Appraisals of Educational Assistants will be conducted as needed by the Head of Learning Resource Centre in consultation with the Principal. EAs will be reviewed based on the guidelines set forth in the STMC EA guidebook.
- 6. Evaluation of Support Staff** - Appraisals of support staff will be conducted as needed by the business manager in consultation with the principal.



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7. **Evaluation of Other Staff** - Appraisals of staff who report to the president will be conducted as needed by the president.
8. **Evaluative Methodologies** - The evaluation process should be determined on a consultative basis, with both the evaluator and the evaluatee agreeing on the modes and scheduling by which the evaluation will take place. The results of the evaluation may be shared both verbally and in writing, however only the written summation of results, together with other written documentation, will be included in any file or record of the evaluation. A copy of the written evaluation, together with any additional documentation, should be provided to the evaluatee for their records. Individual performance appraisals developed in the course of an evaluation should:
- Clearly enunciate the purposes of appraisal;
 - Ensure that the individual knows and understands the expectations and professional competencies' criteria by which they are evaluated;
 - Focus on the diagnostic nature of the evaluation rather than the judgmental;
 - Encourage self-evaluation and enhance self-esteem;
 - Encourage creativity, experimentation and professional performance;
 - Provide for timely personal response; and
 - Use a variety of interactive strategies in data gathering.

<p><u>References</u></p> <p>STMC Staff Policy Manual 2018</p>	<p><u>Approved</u></p> <p>Dianne Doyle President Nov 2019 Stephen Garland - President [Reviewed September 2025]</p>
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