AP 411 Evaluation of Educators

Policy Reference	Effective Date
	Oct 15, 2025

Background

The purpose of evaluation is to provide clear expectations, regular feedback, and meaningful learning opportunities to grow staff capacity to ultimately support student success. The evaluation provisions include providing employees with feedback and employers and employees with the opportunity and responsibility to address concerns and support ongoing professional growth and development. The School Board and the district are committed to educators, school-based administrators, and district administrators being involved in an ongoing, effective, and positive process leading to the improvement of instruction across the district.

Definitions

Educator Evaluation: a structured, formal process designed to assess an educator's performance and provide constructive feedback. This process results in a written report that is provided to both the educator and the school board.

Procedures

1. Both formative and summative evaluation practices are to be conducted in an atmosphere of professional respect.
2. Administrators are to ensure that the procedures associated with educator evaluations follow the collective agreement and are well known to the educator.
3. Expectations for teaching practice are outlined in the Professional Standards for BC Educators, BC School Act, Collective Agreements and district policies and procedures. Evaluations, coaching, mentorship, and feedback will be guided by these documents.
4. Evaluation Process

    4.1. Educators will be evaluated:

    4.1.1. When an educator requests an evaluation (not more than 10% of the employees in a school year, unless agreed otherwise by the administrator), or

    4.1.2. When the administrator determines that there are concerns regarding professional standards, practice, or performance; Within the first two (2) to five (5) years of an educator's employment in a temporary or continuing contract.

    4.1.2.1. During the 2027–2028 school year, the evaluation cycle will be reviewed to develop a future cycle of evaluation aligned with district goals and educational standards.The evaluation procedures shall be as set out in the current Collective Agreement with the New Westminster Teacher's Union (Article C. 3 and Article E. 22).

4.2. The evaluation process will be reviewed annually with educators to ensure that all participants have a clear understanding of the criteria and the procedures involved.

4.3. When evaluating a non-enrolling teacher or a teacher in a specialized area, evaluators may consult with an appropriate subject matter specialist to ensure accuracy and fairness in the evaluation process.

4.4. Prior to commencing observations, the evaluator and the educator shall meet to establish the time span and schedule of observations and the criteria and standards to be applied.

4.5. Each report shall be based on three (3) observations which reflect the educator's assignment unless otherwise mutually agreed upon by the evaluator and the educator.

4.6. Information on activities or matters not directly related to teaching duties may be added at the request of the educator.

4.7. Following each observation, the evaluator shall discuss their observations with the educator in a timely manner.

4.8. In the event of a less-than-satisfactory evaluation report, a Plan of Assistance shall be initiated. The Plan of Assistance will be jointly developed by the educator and the evaluator. Where a Plan of Assistance is implemented, it shall be completed prior to the commencement of the second set of observations for a follow-up evaluation. A minimum of ninety (90) teaching days shall elapse between evaluations.

4.9. The educator shall be given a draft copy of the report prior to the discussion and the preparation of the final copy to review.

4.10. The written report shall be filed in the educator's personnel file at the school district office. A copy shall be given to the educator at the time of filing.

5. Educator Evaluation Criteria

5.1. Criteria to be evaluated shall be discussed by the report writer and educator in advance.

5.2. The following criteria, along with the duties and responsibilities of educators outlined in the School Act and the School Regulation, shall be the areas addressed in the evaluation report for educators and educators-teaching-on-call:

5.2.1. The educator values the success of all students. The educator cares for students and acts in their best interests. In support of students, the educator values the involvement and support of parents, guardians, families and communities in schools.

5.2.2. The educator acts ethically and maintains the integrity, credibility and reputation of the profession. The educator engages in professional learning.

5.2.3. The educator understands and applies knowledge of student growth and development. The educator demonstrates a broad knowledge base and an understanding of areas they teach or demonstrates knowledge of theory and techniques for their area of specialty.

5.2.4. The educator implements effective planning, instruction, assessment and reporting practices to create respectful, inclusive environments for student learning and development.

5.2.5. The educator cultivates a positive learning environment that considers classroom management practices, student behaviour support, conduct and expectations.

5.2.6. The educator respects and values the history of First Nations, Inuit and Metis in Canada and the impact of the past on the present and the future. The educator contributes towards truth, reconciliation, and healing. The educator fosters a deeper understanding of ways of knowing and being, histories and cultures of First Nations, Inuit, and Metis peoples.

5.2.7. Additional criteria for assessing an educator's performance may be included in the evaluation if agreed upon by both the educator and the evaluator. Adaptations may also be made to address the needs of the educator's school or teaching context.

References

Sections 7, 15, 17, 20, 22, 65, 85 School Act
NWTU Collective Agreement
School Regulation 265/89
Employment Standards Act