



Directed Growth Plan Report

Final Recommendations

TEACHER'S NAME: _____

SCHOOL: _____

TEACHING CERTIFICATE: _____ DEGREES: _____

TEACHING EXPERIENCE IN DISTRICT: _____

TEACHING EXPERIENCE (TOTAL YEARS): _____

SUBJECT GRADE(S) TEACHING: _____

EVALUATOR: _____

POSITION: _____

INITIAL MEETING AND OBSERVATION DATES:

| | |
|---|-------|
| FIRST CONFERENCE | _____ |
| SECOND CONFERENCE | _____ |
| 1 ST DIRECTED GROWTH PLAN REPORT | _____ |
| 2 ND DIRECTED GROWTH PLAN REPORT | _____ |
| 3 RD DIRECTED GROWTH PLAN REPORT | _____ |
| 4 TH DIRECTED GROWTH PLAN REPORT | _____ |
| 5 TH DIRECTED GROWTH PLAN REPORT | _____ |
| 6 TH DIRECTED GROWTH PLAN REPORT | _____ |

RECOMMENDATION:

- ☐ The teacher engage in regular Professional and Personal Growth Plan. (Include a statement outlining reasons supporting recommendation).
- ☐ The teacher continue with Directed Growth Plan
- ☐ To engage in Summative Evaluation. (Include a statement outlining reasons supporting recommendations).

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Teacher's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Attach copies of the Directed Growth Plan Summary Reports and the Form - Timelines for Directed Growth Plan

Summative Evaluation

Policy Statement 5

The Avalon West School Board supports the Summative Evaluation process as a method to make an appropriate decision on a teacher's performance.

Rationale

This phase provides an opportunity for performance improvement through summative evaluation as outlined in Article 14:02 of the Collective Agreement.

Procedures

1. Notification

The Assistant Director of Personnel will inform the teacher, in writing, that performance is unsatisfactory. This correspondence will be placed in the teacher's official file. The Assistant Director of Personnel will officially inform the teacher that he/she will be required to participate in a summative evaluation process.

2. Criteria for Improvement

A clear written statement of the concerns and the expectations for improvement shall be provided to the teacher by the Assistant Director of Personnel or designate. A copy of this statement shall be placed in the teacher's official file.

3. Conference

The teacher, the Assistant Director of Personnel or designate, the appropriate program specialists and the administrator of the school will meet to discuss the criteria for improvement and any written documentation resulting from the Directed Growth Plan. The teacher may be accompanied at this meeting by a representative of the NLTA or a local branch thereof.

4. Growth Plan

In consultation with the Assistant Director of Personnel, the appropriate program specialists, and the school principal, a plan for growth and improvement with sufficient detail and specific time lines shall be prepared in writing by the teacher. The plan designed through critical reflection and self-evaluation and rooted in the district's vision for teaching and learning, should detail:

- areas to be addressed and competencies to be improved as outlined in the Tenured Teacher Progress Report;
- the professional role of the teacher within the school community;
- identification of the SMART goals; *S-specific, M-measurable, A-achievable, R-realistic, T-time focussed*
- required resources;
- the time frame;
- the process for monitoring and providing feedback; and

- frequency of classroom visitation.

This plan shall be signed by the teacher and the Assistant Director of Personnel.

5. Implementation of the Plan

The teacher shall undertake to implement the plan for growth and improvement within the time frame outlined and the resources agreed to. The teacher may elect to have a mentor during the implementation of the plan. During this period, the Assistant Director of Personnel, program specialists and/or the school principal shall engage in classroom visitations. They will also profile the contribution of the teacher as a member of the professional school community. A written report shall be prepared for all classroom visitations. Also, teacher profile reports shall be prepared. All documentation will be signed by the Assistant Director of Personnel or designate and the teacher, filed, and a copy given to the teacher. (Form 7)

6. Evaluation of Progress

An assessment of the individual's progress shall be made based on the criteria for improvement and the growth plan. This assessment shall be conducted by the Assistant Director of Personnel, the appropriate program specialists, and the school principal. A written copy of the assessment shall be provided to the teacher and a copy shall be included in the teacher's official file. The Assistant Director of Personnel, in consultation with the Director, will decide on the next step in the process. (Form 8)

7. Decision

A successful implementation of the Growth Plan, as determined by the Assistant Director of Personnel, the appropriate program specialists, and the school principal will result in the teacher engaging in the professional and personal growth process. Performance that is determined to be unacceptable, may result in continuation of the process, or the teacher shall be notified, in writing, of termination of employment. A copy of the letter shall be included in the teacher's official file.

TIMELINES FOR SUMMATIVE EVALUATION

| Action | Date Desired | Date Completed (Signatures) |
|--|--|--|
| First Conference and Review of Directed Growth Plan | 2 weeks following decision to engage teacher in Summative Evaluation | |
| Development of Professional Growth Plan | to be completed 2 weeks following First Conference | |
| Second Conference (Review of Growth Plan) | as determined by evaluator and teacher | |
| Implementation of Professional Growth Plan | date determined by evaluator and teacher | |
| Summative Evaluation Report and Third Conference | as determined | |
| Summative Evaluation Report and Forth Conference | as determined | |
| Summative Evaluation Report and Fifth Conference | as determined | |
| Summative Evaluation Report and Sixth Conference | as determined | |
| Final Recommendation | at the end of the process | |
| Appeal Process | | |