



Stavely School

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September 1ST, 2022

Memo to: [REDACTED] **From:** Ms. Leanne Watson, Principal

The purpose of our meeting today _____ was to establish a plan for your evaluation.

The overriding purpose of this evaluation is to ensure that your professional performance meets the expectations of Livingstone Range School Division #68 (LRSD) Administrative Procedure 410 Teacher Growth, Supervision and Evaluation and the Teaching Quality Standard. Please see the attached evaluation document.

The process is intended to identify the strengths and any areas for growth of your teaching practice. It also will attempt to help you improve any behaviours we might discover that diminish your capacity to impact students' learning positively.

The first step in the evaluation process was to review the expectations found in the Teaching Quality Standard. We discussed the TQS and you indicated that you understood its relevance to your teaching practice.

Your assignment this year includes [REDACTED] Based on this assignment, we drafted the following evaluation plan:

1. We will set aside at least an hour to review your long-range and unit plans and your planning process. As well, we will spend a similar amount of time reviewing your student assessment/evaluation practices.
2. In order to review connections between lessons, I will observe two lessons in the same block in sequence.
3. Some lesson observations will be focused. Some will be general or open ended, responding to the particular nature of the lesson. At least one lesson observation will focus on **teaching methodology and student engagement**. At least one other observation will focus on **assessment**.
4. As agreed upon, at least two lesson observations will feature a preconference. Most lesson observations will be scheduled with you; however, some observations will be conducted at random times. All lessons will be followed by a post-conference. You will have the opportunity to append your notes and observations.
5. I will attempt to do observations on various days of the week and at various times of the instructional day.
6. After several lesson observations, I may provide you with comments on observations if patterns of teaching practices become evident that suggest minimal

remediation. If that is the case, the timelines for this evaluation will be extended for you to improve your practices to acceptable standards. Again, there will be an opportunity for you to append your notes and observations.

7. Upon request, you will be given an opportunity to visit colleagues in neighbouring elementary schools to view their teaching practices.
8. Any workshop opportunities related to your assignment of which I become aware will be brought to your attention.

Data will be systematically gathered and recorded and feedback will be provided in each of the above areas over the evaluation period. The final evaluation report will contain descriptive and evaluative statements organized within the various components of the four teaching domains. The processes used to collect and analyze data and to provide feedback will be in keeping with Livingstone Range School Division (LRSD) *Administrative Procedure 410 Teacher Growth, Supervision and Evaluation*. These processes will be designed to inform the reasoned professional judgment of the evaluator in determining whether teaching practice meets TQS expectations.

This process will culminate in a report completed before **April 21st, 2023**. The report will state whether or not, in my opinion, your teaching practice meets the expectations of the Teaching Quality Standard. If it does, you and I will draft a plan to support your continued professional growth. If not, recommendations pursuant to board policy will be placed in the report. You will have an opportunity to review the report before it is finalized.

Acknowledgement

Teacher

Date

Principal

Date