

Administrative Procedure 4012

Teacher Evaluation Reports

1. The collective agreement between the Board of Education and the Comox District Teachers' Association (CDTA) describes and governs the processes to be followed in evaluating teacher performance.

2. Written teacher evaluation reports should contain the following statements:

2.1 In the introduction:

“This evaluation has been conducted in accordance with Article E.6 of the collective agreement between the Board of Education and the Comox District Teachers' Association.”

2.2 In the conclusion:

“In School District No. 71 (Comox Valley), teacher evaluations are rated as either 'satisfactory' or 'less than satisfactory.' In conclusion, in my opinion, based on the observations made and the information gathered, at this time and in this teaching assignment, the performance of [teacher's name] is judged to be [satisfactory] or [less than satisfactory].”

3. **Disposition of Teacher Evaluation Reports**

The original report shall be submitted to the assistant superintendent, with one (1) copy given to the teacher and one (1) copy retained by the principal for the school file.