

Employee Growth Process

	Long-Term Substitute (LTS)	New Contract Teachers D/B/E/C (1-3 years)	D / B (Probationary) with 3 years or more experience)	B	On Review	Principal / Vice-Principal
	Long-Term Substitute with 20 consecutive days of experience in the same assignment, as per NBTF Article 61.	Contract teacher under 3 years' experience. Includes reassignment, movement of schools or new area of specialty.	Contract teacher with three or more years' experience	Continuing contract	Contract teacher that has had notable concerns in past performance assessments and has been placed on Formal Review	Continuing Contract
Growth Goals		Yearly (submitted in the first month of assignment)	Yearly (submitted in the first month)	Yearly (submitted in the first month)	Yearly (submitted in the first month)	Yearly (submitted in the first month)
Walkthroughs	Weekly	Monthly *	Monthly for a "D" with 3 or more years in the same school. Monthly if new to the school.	Monthly *	Weekly	
Pre- and Post-Conference	As requested	As requested	As requested	As requested	As requested	As required
Performance Assessment	"LTS" - Evaluation 1 by the 20 th working day. Subsequent evaluation before completion of the assignment or by the 60 th working day.	1 time/year or as required by circumstances	1 time/year or as required by circumstances	Once every five years or as required by circumstances	As required by circumstance.	ASD-W Administrators' Performance Assessment Tool minimally once within 5-year term, normally in year three.

"Walkthroughs" also encompasses "Best Practice / Observations"

"Growth Goals" and **"Self Evaluation"** also encompass "Artifacts" and "Supports".

* Walkthrough Observations may occur more frequently

On-Review Process: (for teachers)

- See [Policy ASD-W-250-15B](#)

Alternate versions of the **Teacher Summative Performance Assessment** form are used for *School Principals, Vice-Principals, Education Support Teachers-Resource and Education Support Teacher-Guidance. EST-Numeracy and EST-Literacy* will use the Teacher form.

***NOTE:** The evaluations/Assessments Process is not just restricted to teachers. The following school-based personnel need to be evaluated, if new to a building or under a new assignment. Evaluations may be conducted in collaboration with other school-based staff, such as Vice-Principals, EST-Resource. After *3 good* evaluations, an evaluation once every three years would be satisfactory.

<i>Custodian I and II</i>	<i>Educational Assistant / Student Attendant</i>	<i>School Administrative Assistant</i>	<i>School Intervention Worker</i>	<i>School Library Worker I and II</i>	<i>Speech Therapy Assistant</i>
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