



East Central Alberta Catholic Separate School Division
Serving the Communities of Castor, Provost, Vermilion, Wainwright, Stettler

Date:

School Name, Address.

Dear Teacher Name

Re: Notice of Evaluation

The purpose of this letter is to inform you that I will be conducting an evaluation of your teaching in accordance with sections 206 (1) and 97 of the Education Act, as well as East Central Alberta Catholic School Division Administrative Procedure 404, Teacher Growth, Supervision and Evaluation. This evaluation will be the basis of my recommending or not recommending a continuing contract with East Central Alberta Catholic School Division.

OR

The purpose of this letter is to inform you that I will be conducting an evaluation of your teaching in accordance with sections 206 (1) and 97 of the Education Act, as well as East Central Alberta Catholic School Division Administrative Procedure 404, Teacher Growth, Supervision and Evaluation. This evaluation will be the basis of my recommending or not recommending that you have met the Alberta Education Teaching Quality Standard related to permanent certification. Should your evaluation deem you have met the Alberta Education Teaching Quality Standard; the Superintendent of Schools will make a written recommendation to the Minister of Education for Permanent Certification with the Province of Alberta.

Attached for your information is East Central Alberta Catholic School Division Administrative Procedure 404. This procedure outlines the process which includes the requirement of two complete evaluations. The 2019 Professional Practice Standard is the standards used to determine if you are providing quality teaching to your students.

The evaluation process will include formal and informal visits. Formal observations will be arranged with you in advance followed by a post-conference where I will share my observations. Throughout the evaluation process I will be providing you with feedback and assistance to change behavior or improve practices should that be required. The first evaluation will be completed by January 31st. The second evaluation report will be completed by April 30th which is where I will make my recommendation to the Superintendent of Schools.

I am available to discuss the contents of this notice, to clarify any part of the process, or Administrative Procedure 404.

Yours in Catholic Education,

Principal Name

Attachment (3):

1. **Administrative Procedure 404**
2. **CLEVR forms**
3. **2019 Professional Practice Standards and Alberta Education Teaching Quality Standards of Alberta,**