



Teacher Evaluation Policy

Purpose: To establish a fair and comprehensive teacher evaluation system at The Royal Canadian School in Cairo, promoting continuous professional growth, enhancing teaching effectiveness, and ensuring that students receive high-quality education.

Aims and Objectives: The primary aims and objectives of this policy are as follows:

- Continuous Improvement
- Accountability
- Student Outcomes

Scope:

This policy is intended for all teaching staff, including full-time, part-time, and substitute teachers, as well as teaching assistants. It is the school administrations responsibility to implement and conduct teacher evaluations

1. Evaluation Framework:

- Establish an evaluation framework that sets clear expectations for teaching standards, instructional practices, classroom management, and professional conduct aligned with Canadian educational standards.
- Define the performance criteria that will be used to assess teachers, including their knowledge of subject matter, teaching methodologies, student engagement, and professional development.

2. Evaluation Process:

- Frequency: Specify the frequency of teacher evaluations, such as annual evaluations or evaluations at regular intervals.
- Schedule: Establish a schedule for evaluations, ensuring that all teachers are evaluated within the designated timeframe.
- Communicate the evaluation process and timeline to teachers well in advance to allow for preparation and provision of necessary documentation or evidence.

3. Evaluation Criteria:

- Establish criteria and indicators aligned with teaching standards, professional conduct, student learning outcomes, and the school's educational goals.
- Include both qualitative and quantitative measures to assess various aspects of teaching effectiveness, such as lesson planning, instructional delivery, student assessment, and classroom management.
- Consider feedback from students, parents, co-teachers, and other relevant stakeholders in the evaluation process, where appropriate.



4. Evaluation Methods:

- Classroom Observations: Conduct regular classroom observations to assess the teacher's performance, instructional strategies, student engagement, and classroom climate.
- Performance Reviews: Conduct structured meetings or interviews to discuss the teacher's objectives, progress, challenges, and opportunities for growth.
- Portfolio Review: Consider the teacher's professional portfolio, including lesson plans, student work samples, reflective journals, and professional development records.
- Self-Reflection: Encourage teachers to engage in self-reflection and self-assessment of their teaching practices and areas for improvement.

5. Evaluation Outcomes:

- Provide constructive feedback to teachers based on evaluation results, highlighting strengths, areas for improvement, and growth opportunities.
- Offer support and resources to help teachers address identified areas of improvement, including professional development opportunities, mentorship, and coaching.
- Recognize and celebrate exceptional teaching practices and achievements through acknowledgement, awards, or appreciation programs.

6. Confidentiality and Privacy:

- Emphasize the importance of confidentiality and privacy in the evaluation process, ensuring that evaluation records and discussions are treated with utmost confidentiality and shared only with authorized individuals.

7. Review and Appeals:

- Establish a mechanism for teachers to seek clarification or provide additional evidence in response to evaluation outcomes.
- Outline the process for requesting a review or filing an appeal if teachers believe the evaluation process was unfair or flawed.

This policy will be reviewed regularly to ensure it still meets the needs for the RCS and whether any amendments are required to be made.