

**TEACHING SUPPORT STAFF CONTRACT
SURREY CHRISTIAN SCHOOL – April 2012**

This Agreement is dated for reference the _____ day of _____, 20 _____.

BETWEEN:

Of

(The "Employee")

AND:

Surrey Christian School, a Society duly incorporated under the laws of the Province of British Columbia, with an address at

8930 162 Street
Surrey, British Columbia

(The "Society")

WHEREAS:

- A. The Employee and the Society are part of a Christian community in which each person:
1. Is called to give a positive response to the Lord's command to provide Christian education to children;
 2. Participates in the task of developing Christian insights in children;
 3. Is called in his daily life to provide an example of Christian living to children; and
 4. The Employee has received authority to carry out specific duties and responsibilities.
- B. The Society agrees to:
1. Establish and adhere to clearly understood staffing policies in which each Employee is treated with justice, compassion, fairness and equity;

2. Specify for each Employee duties and responsibilities for which he is qualified and which constitutes an equitable workload, and to provide what is necessary to carry out his official duties; and
 3. Provide adequate compensation for Employees.
- C. The Employee agrees to:
1. Develop and maintain the highest possible level of performance within the total context of the School community;
 2. Be accountable to the Society; and
 3. Carry out all assigned duties and responsibilities and abide by the terms and conditions of this Agreement.
- D. The Society operates a Christian School in Surrey, British Columbia under the name Surrey Christian School according to its Constitution and Bylaws;
- E. The Employee is a committed member of a Christian church and has agreed to be employed by the Society in accordance with the terms and conditions of this Agreement; and
- F. The Society has agreed to employ the Employee in accordance with the terms and conditions of this Agreement.

THEREFORE the Employee and the Society in consideration of the mutual Agreements contained in this Agreement agree as follows:

SECTION 1

DEFINITIONS AND INTERPRETATION

1. In and for the purposes of this Agreement:
 - (a) "Board" means the Board of Directors of the Society;
 - (b) "Party" or "Parties" mean a party or the parties to this Agreement;
 - (c) "Administration" means the Superintendent or a Campus Principal of the School;
 - (d) "Schedule(s)" mean(s) the Schedule(s) attached to this Agreement;

- (e) "School" means the School operated by the Society; and
 - (f) "School Year" means a 12 month period commencing on the 1st day of August and ending on the 31st day of July.
2. In and for the purposes of this Agreement:
- (a) The singular includes the plural and the plural includes the singular, and any gender the other gender; and
 - (b) The Schedule(s) form(s) an integral part of this Agreement.

SECTION 2

EMPLOYMENT

3. The Society agrees to employ the Employee at the School on a full-time (on a part-time basis as follows _____), and the Employee agrees to accept such employment in accordance with the terms and conditions of this Agreement commencing the 20__ - __ School Year and continuing until terminated under this Agreement.
4. The Employee shall perform the services described in this Agreement in accordance with the constitution of the Society and the policies and directives made or given by the Board or Administration from time to time.

SECTION 3

PROBATION

5. The Employee shall be on probation for one School Year unless extended by the Board on reasonable grounds to a maximum of two School Years, and during the probation period the Society shall be entitled to terminate the Employee's employment without cause by giving written notice to the Employee 2 months prior to the date of termination.
6. The Board shall provide the Employee with reasonable notice of any extension of the probation period and the reason(s) for the extension.

SECTION 4

EMPLOYEE QUALIFICATIONS

7. The minimum professional qualifications of the Employee shall be as follows:

- (a) The Employee must possess basic academic qualifications and attain certain academic courses and to attain certain standards relating to a Christian understanding of education as determined by the Administration;
- (b) The Administration may require the Employee to complete certain academic courses and to attain certain standards relating to a Christian understanding of education;
- (c) Failure to comply with Paragraphs (a) to (b) above is cause to terminate this Agreement pursuant to Paragraph 25 of this Agreement and;
- (d) The Employee will be solely responsible for payment of all certification fees and professional dues.

SECTION 5

DUTIES OF THE EMPLOYEE

- 8. The Employee agrees to carry out to the best of his ability such reasonable core assignments and as are made from time to time by the Administration in consultation with the Employee.
- 9. The Employee further agrees to carry out to the best of his ability such reasonable extra-curricular assignments as are made by the Administration in consultation with the Employee having regard to the Employee's interests, abilities and skills.
- 10. Without limiting the generality of Paragraphs 8 and 9, the Employee shall carry out to the best of his ability the core assignments and extra-curricular assignments prescribed in Schedule A to this Agreement.
- 11. The Employee acknowledges receipt of a copy of the Constitution and By-Laws of the Society and agrees to subscribe to the principles contained in the Constitution and By-laws and agrees that it is a term of continued employment that the Employee will conduct himself in a manner that is consistent with those principles.
- 12. The Employee acknowledges and agrees that it is a condition of continued employment with the Society that he complies with and follow the Community Standards Policy, a copy of which is attached as Schedule B to this Agreement.

SECTION 6

PROFESSIONAL DEVELOPMENT

13. The Employee shall achieve and maintain certain professional standards in accordance with Schedule C to this Agreement.

SECTION 7

COMPENSATION

14. The Employee shall be paid a salary for the first School Year of employment and for each School Year thereafter in accordance with Schedule D to this Agreement. The salary is subject to the usual deductions at source for Income Tax, Canada Pension Plan, Unemployment Insurance and other deductions as may be required by law from time to time.

SECTION 8

BENEFITS

15. The Employee shall during the term of this Agreement be entitled to benefits for the first School Year of employment and for each School Year thereafter in accordance with Schedule E to this Agreement.

SECTION 9

VACATIONS

16. The Employee shall be entitled to vacations with pay in accordance with Schedule F to this Agreement.

SECTION 10

EMPLOYEE LEAVE

17. The Employee shall be entitled to leave in accordance with Schedule G to this Agreement.

SECTION 11

EMPLOYEE EVALUATION

18. The Employee shall be evaluated by the Administration and shall have access to his personnel file in accordance with the Employee Evaluation Policy (Schedule H).

SECTION 12

MEDICAL FITNESS

19. The Employee may be required to submit to the Board a medical certificate at the beginning of the term of this Agreement indicating that he is medically fit to carry out his duties pursuant to this Agreement and that he has no medical problem or condition that will substantially prevent him from carrying out his duties pursuant to this Agreement or that will endanger the health of students or staff of the School.
20. The Board, on reasonable grounds, may require the Employee to undergo an examination, at any time during the term of this Agreement, by a medical doctor and to submit a certificate setting out the medical doctor's conclusions regarding the physical, mental or emotional health of the Employee and whether there is any problem or condition that may substantially prevent him from carrying out his duties pursuant to this Agreement or endanger the health of students or staff of the School.
21. If the certificate submitted pursuant to Paragraph 20 or 21 reveals that the health of the Employee will substantially prevent him from carrying out his duties pursuant to this Agreement or endanger the health of the students or staff of the School, the Board may suspend with or without pay at the discretion of the Board the Employee from his duties and not permit him to return to his duties until he delivers to the Board a satisfactory medical certificate.

SECTION 13

CRIMINAL RECORD

22. The Employee shall at the beginning of the term of this Agreement provide the Board with an executed Criminal Records Authorization as required by law.
23. The Board may require the Employee, at any time during the term of this Agreement to provide the Board with an executed Criminal Records Authorization as required by law.
24. If the Employee does not comply with Paragraphs 22 to 23, the Board may terminate or suspend the Employee without pay from his duties and not permit him to return to his duties until he complies with these Paragraphs.

SECTION 14

TERMINATION

25. The Society may terminate this Agreement at any time for cause, which includes but is not limited to:
 - (a) A breach by the Employee of any of Paragraphs 7. (d), 11, 12 or 24 of this Agreement;
 - (b) Conduct of the Employee inconsistent with the Constitution of the Society or with the Community Standards Policy; or
 - (c) Any and all omissions, commissions or other conduct which would constitute cause at law, in addition to the specified causes.

26. The Society may terminate the employment of the Employee at any time without cause by giving to the Employee written notice, or pay in lieu of notice (subject to required statutory withholdings) based on the Employee's annual salary paid pursuant to Section 7, or any combination of working notice and pay in lieu of notice, which is equal to one week for each continuous full year of service with the Society to a maximum of twenty four weeks provided, however, that upon termination of this Agreement with pay in lieu of notice the Employee shall forthwith make reasonable efforts to obtain alternative employment and if such employment is obtained by the Employee during the applicable notice period provided for under this Paragraph, then the Society shall from the date of commencement of the alternative employment until the end of such applicable notice period pay to the Employee in lieu of notice the difference between the annual salary of the Employee at the date of termination and his remuneration under the alternative employment.

27. If the Board in consultation with the Administration is of the opinion that the Employee's performance is unsatisfactory, the Board will give the Employee written notice thereof, together with particulars of deficiencies and expected improvements. The Employee's employment may be terminated for cause within a reasonable time after such notice if satisfactory improvement does not occur.

28. The Employee may terminate this Agreement by providing to the Society written notice of such termination prior to April 1, or, during the School Year, not less than one month of written notice.

29. Any dispute concerning termination of this Agreement by the Society will be resolved in accordance with Paragraphs 36 and 37 of this Agreement.

30. In the event that the Employee's employment is terminated as a result of declining enrolment, the Society will place the Employee's name on a "rehire" list ranked by length of service with the longest serving Employee at the top, and for that current School Year and the following School Year the Society will offer any new position of employment to

those Employees on the list in order of those with most to least service, subject to the Employee's qualifications and suitability for the position.

SECTION 15

NOTICE

31. Any notice or other communication required to be given under this Agreement shall be in writing and delivered in person to the addressee or delivered by hand or by courier to the addressee at the address set out above or such other address as the party may designate to the other in writing.

SECTION 16

SCHEDULES

32. The Schedule(s) to this Agreement may be amended from time to time by Agreement of the parties.

SECTION 17

ENTIRE AGREEMENT AND MODIFICATION

33. Except for policies and directives made or given by the Board or Administration from time to time that are not inconsistent with this Agreement, no amendment or addition to this Agreement shall be effective unless made in writing and properly executed by the parties.

SECTION 18

SEVERABILITY

34. Should any part of this Agreement be declared invalid, this shall not affect the validity of the remainder of this Agreement which shall remain in force and effect as if this Agreement had been executed without the invalid portion of this Agreement.

SECTION 19

NON-WAIVER

35. A consent or waiver, express or implied, by a party to or of a breach of an obligation under this Agreement by the other party shall not constitute a consent or waiver to or of any other breach of the same or any other obligation of such party. Failure on the part of a party to complain of a breach of obligation under this Agreement by the other party shall not constitute a waiver by such party of its rights under this Agreement.

SECTION 20

DISPUTES

36. The Parties agree that all disputes concerning the interpretation, application, operation or alleged breach of this Agreement shall be resolved in the following manner:
- (a) The Employee and the Board shall meet within two weeks of the dispute arising and attempt to resolve the dispute between them;
 - (b) If the dispute is not satisfactorily resolved under Paragraph (a) within two weeks after completion of the process under that Paragraph, and if the parties proceed with the dispute, then the parties shall submit the dispute to the Mediation and Arbitration Committee of the Society of Christian Schools in British Columbia for resolution in accordance with the procedures of that committee.
37. The parties agree that the decision of the Mediation and Arbitration Committee of the Society of Christian Schools in British Columbia under section 36(b) is final and binding on the parties.

SECTION 21

ACKNOWLEDGMENT OF AGREEMENT

38. The Employee and Society acknowledge that they have read and understood all the terms of this Agreement and that they execute this Agreement voluntarily and of their own free will.

SECTION 22

SUCCESSORS

39. The rights and obligations of the parties under this Agreement shall be binding upon the heirs, executors, administrators, legal personal representatives, successors and assigns of the parties and may not be assigned by either party without the prior written consent of the other party.

SECTION 23

GOVERNING LAW

40. The laws of the Province of British Columbia shall govern this Agreement.

SCHEDULE A

DUTIES

Duties will be distributed among Employees and other staff by the Administration in a fair and equitable manner, while taking into account the gifts, interests and abilities of Employees. Duties also include, but are not limited to, devotions, staff meetings and retreats, as assigned at concerts, graduation and special events, and Society meetings.

SCHEDULE B

COMMUNITY STANDARDS POLICY

Introduction

The Society is a Christ-centred community, which led by the Spirit, seeks to instil in all of our children the knowledge of the love of God. We seek to present and model a biblical worldview which encourages serving others, living with integrity and extending our understanding of Christ's redemptive claim on all of life.

The Constitution of the Society sets out the communal core beliefs to which the Society holds and aspires. These are stated in "Our World Belongs to God" which is embedded in the Constitution. This statement is a positive, foundational expression of the way in which we wish to live, serving God and our neighbour.

The richness and depth of this statement of belief cannot be fully represented in guidelines or standards for conduct. However, as a community of Christian educators employed to serve our community as leaders and role models, we expect every staff member, including Teachers, Administration, support staff and Board or committee members, to serve as exemplary role models for our students and community in a way that is sensitive to the lifestyle understandings and practices of our community. Therefore each of these employees and volunteers agrees to follow and comply with the following statement of conduct and lifestyle, as an expression of the privilege and responsibility of working in the Society

Lifestyle and conduct

As a Teacher, other Employee or Board or committee member of the Society who on a regular or casual basis interacts with students, I recognize the importance of modeling in my work and lifestyle the Christian values taught in the Society.

To accomplish this I agree that:

1. I will be familiar with the Constitution, Mission and Vision of the Society, and I agree to conduct myself in ways which promote and are consistent with the Mission and Vision as well as with the principles set out in the Constitution, and in particular those sections of the Constitution regarding the basis of the Society, its religious principles and the elements of Christian education.
2. I will respect my co-workers and all members of the Society community (including students, parents, Board members and volunteers) and conduct myself towards them in ways which reflect Christian ethical standards and the Constitution of the Society, and I will avoid behaviour which may unjustly damage their professional or personal reputation. I will maintain involvement in regular attendance in a Christian faith community in addition to the School.

3. I will honour and follow the disciplinary procedures prescribed in the contract and School policies as amended from time to time.
4. I will abstain from conduct or practices which are contrary to the Constitution of the Society or its Mission and Vision, including, without limitation:
 - a. the profession or practice of non-Christian beliefs;
 - b. the use of profane, abusive or blasphemous language;
 - c. misuse of alcohol; public drunkenness or intoxication;
 - d. the use of illegal drugs or the abuse of any drugs;
 - e. any criminal activity or any activity which is dishonest or fraudulent;
 - f. any statements, actions or other conduct which is intolerant or discriminatory with respect to a person's race, religion or ethnicity, or membership in any organization that promotes prejudice, intolerance or discrimination on the basis of race, religion or ethnicity;
 - g. any sexual activity outside of a heterosexual marriage; and
 - h. any conduct or behaviour which is violent or abusive toward other persons or which demeans other persons.
5. I understand that while the Society and its community recognize that all Christians have failings, it rightly calls me to live up to the expectations outlined above. I understand the importance of promoting the principles of faith upon which the Society is based, both in my role as employee of or volunteer with the School and through the example of the way in which I live my life.

SCHEDULE C

PROFESSIONAL DEVELOPMENT

Professional Development Policy

The Employee shall be granted a minimum of two days annually to attend Employees' conferences as well as other days as agreed to by the Employee and Administration for specified curriculum and in-service purposes.

The Society is a learning community. Professional development at the Society is an ongoing activity. Employees continue their professional development by attending workshops, seminars, conferences, staff and team meetings, specific courses provided by recognized educational institutes and as well as other educational experiences which are approved by Administration. Reading and dialogue with other professionals are also part of professional development.

1. Other Professional Development

An Employee is entitled to attend in-service days, which are regular School days, during the School Year. An Employee will attend professional development activities as follows:

- (a) At least five days per School Year as in-service days, as approved by the Board, on which days students will not attend at the Society; and
- (b) Such additional days as the education committee and the Board may approve, following written request by the Employee.

Note: The number of in-service days will be adjusted for part time Employees.

2. Reimbursement of Fees

- (a) An Employee will pay his own certification fees and professional dues.
- (b) The Board will reimburse an Employee's full registration fees required for Employees' conventions, including all workshops. Travel allowance will be administered through Administration, with the Board's approval, for any convention outside the Lower Mainland area.
- (c) The Board will reimburse an Employee 100% of course and workshop fees of pre-approved courses and workshops following receipt of completion and proof of payment to a limit of \$1,000 per year (based on a School Year).
- (d) Part time Employees are to receive the same funding for professional development as full time Employees on a pro rated basis.

3. Professional Development Plan

Employees are expected to develop and document a professional development plan annually with short and long term goals to be discussed with Administration.

The Board may pay some or all of the tuition fees for a course or courses taken at a recognized college or university, provided that the course or courses are completed successfully; and the Employee is employed by the Board for the School Year subsequent to the taking of the course or courses.

SCHEDULE D

SALARY

The Employee shall be paid a salary with reference to the yearly Compensation Report of the Salary Committee of the Society of Christian Schools in British Columbia and the Teaching Support Staff grid will be based on the Teacher Level A0 Salary (ie., Education Assistant 60% to 80% of Teacher's salary and Librarian 60% to 90% of Teacher's salary).

The Society may increase the salary Schedule set out in the yearly Compensation Report, having regard to such factors as the cost of living increases, compensation paid to Employees in comparable institutions and enrolment at the School.

Full time salary is based on **195 days**, which includes Instructional Days, Statutory Holidays, Easter Monday, ProD, and Prep Days in August, and each day is based on a 7.5 hour working day, plus **12 vacation days** (6%).

SCHEDULE E

BENEFITS

The Employee is required to participate in the School's benefit plan, including medical, dental, life and disability insurance as are available to the employees of the Society, in accordance with the terms and conditions of those plans as in effect from time to time. The Employee will be required to pay a portion of the cost of the premiums for such benefits, and the Employee's contributions will be apportioned firstly to payment of the premiums for long term disability, and then proportionately to the remaining premiums. The Employee may opt out of this requirement upon providing to the Board satisfactory evidence of equivalent coverage through a family member.

The Employee will participate in the School Pension Plan in accordance with the terms set out in the Plan as amended from time to time.

The Employee will be entitled to paid sick leave in accordance with the terms set out in the Employee Handbook as amended from time to time.

SCHEDULE F

VACATIONS

1. The Employee will be entitled to the following holidays with no loss of pay as follows:

- (a) All statutory holidays and Easter Monday;

The Employee will be entitled to receive **12 paid vacation days** during the following periods:

- (a) The Christmas School break, which will be two weeks;
- (b) The School Spring break, which may change in duration from year to year at the discretion of the Board;
- (c) The School Summer vacation in the months of July and August.

The Employee shall report to work after summer vacation up to one week before the first day of School, as determined by the Administration.

2. The Employee is required to take his annual vacation in the School Year in which it is earned and is not permitted to carry forward or to accrue vacation entitlement.
3. In the event that the Employee's employment is terminated during the School Year, the Employee will be deemed to have accrued vacation entitlement during the School Year at the rate of 0.3 (12 vacation days in 40 weeks) days per week and the Employee's vacation pay will be adjusted by determining the number of days of annual vacation which the Employee has accrued and the number of days of annual vacation for which the Employee has been paid. In the event that the Employee has accrued more vacation entitlement than he or she has taken, the Society will pay such accrued entitlement to the Employee, but in the event the Employee has been paid more vacation pay than he or she has accrued, the balance will be deducted from the Employee's final pay.

SCHEDULE G

LEAVE

1. Leave of Absence

After a minimum of five years employment at the School, the Employee may apply to the Board for a maximum one year leave of absence. If the leave is not for professional development it shall be without pay. The Board may accept or reject such an application at its discretion.

2. Sick Leave

- (a) The Employee shall be paid during periods of absence from work due to sickness or disability. Maximum payment is limited to one day for each month of full time service and is limited by the following conditions.
- (b) The Employee may accumulate up to a maximum of ten (10) sick days in any one School Year.
- (c) A part-time Employee shall receive the same benefits as a full time Employee prorated by the percentage of full time employment.
- (d) Where the Employee is absent from work under the provision of Paragraph (a) above, he shall receive the regular rate of pay for a maximum period equivalent to ten (10) accumulated sick leave days. The Employee is then eligible for short term disability. Both the Employee and the Society will continue to pay for premiums and submit the required deductions while the Employee is on short-term leave.
- (e) Up to five (5) unused sick days may be transferred to the next School Year to allow for a maximum of fifteen (15) sick days in any one School Year.

3. Depletion of Sick Leave

- (a) At the discretion of the Administration, one two-hundredth (1/207) of the Employee's salary will be deducted for every day the Employee is absent from regular duty. This deduction will occur in the last month of the School Year. This provision does not apply when the Employee receives short or long-term disability benefits. In this case the Employee will no longer be paid by the Society but will receive payment from the insurance carrier.
- (b) If the Employee requires sick days in addition to those accumulated, the Administration may grant him additional days of sick leave in advance. The maximum number of sick leave days granted should not exceed the Employee's entitlement for the current School Year.

4. Personal Leave for Family Illness

In the event of an illness to a child or the spouse or parent of the Employee, where the Employee is the only one that can reasonably provide for the needs of the family member, the Employee

shall be entitled to use three (3) days of his sick leave allowance. The Administration or his designate must receive prior notification.

5. Bereavement Leave

In the case of a death in his immediate family, upon approval by the Administration, the Employee shall be granted a leave of absence for five (5) consecutive working days without loss of wages or benefits. For purposes of this policy, immediate family shall be defined as: spouse, child or grandchild, parent or grandparent, brother or sister, mother-in-law or father-in-law, brother-in-law or sister-in-law, or other person residing in the home under the family care, i.e. a foster child.

6. Personal Need Days

The Employee may experience a wide variety of needs for occasional paid and unpaid absence from the School for personal, non-medical reasons important to them. These reasons are not covered in other policies as they are too varied to enumerate or categorize. An example will illustrate: an Employee wishes to attend a special family event in another city, and requires a day to travel. In all cases, prior approval must be given by the Administration. While not intended as a "right", Administration is encouraged to support their staff in allowing this type of request for time off (with pay) whenever the need is legitimate, and when it is possible to do so. This is one way they can demonstrate care and kindness, and show grace to their employees. The payback in building community far outweighs the cost.

Reciprocally, staff needs to perceive a personal day as a privilege and not to abuse it seeing it as their "right" to have days off. Staff needs to be mindful of the community of students and parents they serve. Students suffer educationally when regular Employees and staff are gone. Parents may come to wrong conclusion based on their perceptions of Employees' absences.

- (a) The Administration allows for full time Employees two personal days per year. These two days are considered as two (2) of the ten (10) sick days allowed a full time Employee. Part time Employees shall receive the same benefits as full time Employees prorated by the percentage of full time employment. If a third personal day or more is taken, one two hundredth (1/207) will be deducted for each day.
- (b) The Employee is required to give two weeks notice, if possible.
- (c) Blackout periods- - are defined as those time personal days are not given for public relations rationale. If the Employee wants to take a personal day in the blackout period, one two hundredth (1/207) of the salary of the Employee will be deducted. The blackout dates are:
 - The week before Christmas holidays and the week before Spring Break
 - The month of June

SCHEDULE H

EMPLOYEE EVALUATION

The Administration of the School is responsible for the evaluation of Employees employed by the Society. Employees will be evaluated in order to improve the quality and the direction of the instruction provided for students and to encourage professional growth and development. It is recognized that people learn best from critique - affirmation or prescription - when presented in secure and flourishing environments.

The guidelines, components, procedures, maintenance of records and appeal process and if necessary, remedial processes, shall be in accordance with SCSBC Recommended Guidelines for Teacher Evaluation.

PURPOSE

The primary purposes of the Employee evaluation policy are to:

- 1) Encourage the growth of a Christian community of learning in the School;
- 2) Enable Employees to identify their contributions to the School community;
- 3) Assist Employees in discovering the strengths and weaknesses of their pedagogy, and to encourage professional and personal growth; and
- 4) Note the appropriateness of the Employee's assignment and provide information for deciding permanent certification, promotion, transfer, or dismissal.
- 5) Determine whether Employees are implementing the School's vision in their curriculum, methodology and assessment.
- 6) Protect the interests of the Board and/or Society.

GUIDELINES

- 1) Evaluation of Employees shall be carried out by the Administration member who supervises the Employee.
- 2) Self-evaluation is considered to be an essential part of Employee evaluation. In every way possible, Employees should be empowered to take ownership of their professional growth.
- 3) Formative assessment emphasizes encouragement and support in the day-to-day activities of teaching. It is an on-going process of consultation and assistance and is comprised of mutual discussion, self-evaluation, and a plan for professional growth and development. Formative assessment includes activities such as: grade level meetings, department meetings, curriculum development, peer classroom visits, mentoring, goal-setting, professional development, journaling, student questionnaires, parent feedback, program reviews, developing biblically based curriculum, and visits by Board and/or Administration appointed representatives.

- 4) Summative evaluations will occur at regular intervals and are cumulative assessments of Employees' pedagogy and their professional and personal qualities as these relate to teaching. Summative evaluations will be submitted by the Administration:
 - a) for first-time Employees in their first, second, and fourth year of employment with the School, and subsequently every fourth year of consecutive employment; and
 - b) for experienced Employees new to the School in their first and fourth year of employment, and subsequently every fourth year of consecutive employment.

- 5) The Administration or Employee may request additional summative evaluations.

PROCEDURES

Formative Assessment for Professional Growth and Development

Formative Assessment involves:

- Employees setting goals annually, prior to the beginning of the School Year
- Early in the year, preferably prior to the beginning of the School term, the Administration will meet with Employees to discuss and refine goals and develop an assessment plan;
- Classroom visits and discussions with the Administration and/or peers are held for the purpose of mutual sharing and self-evaluation;
- The Administration will meet with each Employee to discuss overall performance and consider priorities during the year and place a signed summary in Employee's file; and
- Employees may choose to place relevant written information in the School's personnel file. (Artifacts should be kept by Employees.)
- Cataloguing attempts to implement the School's vision;
- Cataloguing various professional development activities.

Summative Evaluation

Each summative evaluation will include:

- An explanation to Employees of the criteria, and documents to be used during the evaluation;
- An initial conference to discuss the process, invite Employee reflection, and set a timeline;
- Classroom visits, Scheduled as well as unScheduled;
- Mutual discussion after visits, incorporating Employee's self-evaluation;
- Discussion of a draft report, including recommended goals and Employee response;
- An oral summary of the evaluation report is shared with Education Committee/ Board;
- A signed, written report is placed in the School's personnel file;
- Space will be provided for the Employee to state any disagreements or qualifications.

Criteria

- 1) Planning and Preparation
- 2) Classroom Community
- 3) Instruction
- 4) Professional Responsibilities
- 5) Christian Worldview

Maintenance of Records

Employee files will be kept at the School under the supervision of the Administration. Employees will have access to their own files.

Date Reviewed

Employee files are to be kept confidential and are usually accessible only to the Administration and Employee. If a special circumstance arises, the Employee will be notified that the file is being opened for review. The Employee and the evaluator will sign summative evaluation reports. The Employee will receive a copy of this report and any other documents added to the file. Each document should be dated. File maintenance requires the periodic removal of dated material.

Summative Evaluation Appeal Process

The Employee may appeal an evaluation report by submitting a written request to the Chairperson of the Board, with a copy to the Administration within ten days of receiving the report. The request shall also specify the substance of the appeal.

Within fifteen days of receiving the appeal, the Board shall establish a procedure for reviewing the evaluation. This may include all or any of the following:

- Review of Employee's file;
- Conduct an additional evaluation allowing for the possibility of a mutually acceptable evaluator;
- Review the process used to evaluate the appellant; and
- Outline appropriate alternatives for the Employee.
- Copies of Employee Evaluation Policy
- Copies of this evaluation policy will be available to Employees, parents, Society members, and the Ministry of Education.