



Northwest Territories Minister of Education, Culture and Employment

JUN 29 2004

CHAIRPERSONS  
DIVISIONAL EDUCATION COUNCILS  
YELLOWKNIFE DISTRICT EDUCATION AUTHORITIES  
COMMISSION SCOLAIRE FRANCOPHONE DE DIVISION

**Direction on Evaluation and the Promotion  
of Professional Growth For Teachers in Northwest Territories Schools**

The Department of Education, Culture and Employment and the Northwest Territories Teachers' Association (NWTTA), through a memorandum of agreement, appointed a committee of educators (Teacher Growth and Evaluation Committee) to review the practice of teacher evaluation in the Northwest Territories and in other jurisdictions across Canada. They were also asked to consult with educators in the NWT and to make recommendations regarding the practice of teacher evaluation and the promotion of professional development in NWT schools. The Department and the NWTTA have accepted, and wish to see instituted, the recommendations and the model for teacher evaluation and the promotion of professional growth developed by the Committee.

By means of this letter, I am directing all Superintendents to implement the recommendations and the model process, as described in the document Teacher Growth and Evaluation in the Northwest Territories, for use in the 2004/05 school year. This will mean that all teachers in NWT schools will encounter a similar experience with respect to evaluation and the promotion of professional growth. In keeping with the recommendations, I expect that:

- Beginning teachers, and teachers new to the NWT, will be formally evaluated in each of their first two years of employment.
- Experienced teachers with two or more years of teaching in NWT schools will be evaluated on a 5 year cycle or more frequently if the Principal determines an evaluation is necessary.
- Each evaluation will involve the collection of information about a teacher's professional skills, knowledge and practice gathered by the evaluator over time and used to make judgments about a teacher's level of competency.

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- The written judgments will refer to the duties and responsibilities of a teacher as described in the *Education Act* and in the 'Criteria for Successful Teaching' from the Teacher Growth and Evaluation in the Northwest Territories' document and will make up a report that will be placed on the teacher's personnel file.
- A teacher not meeting an acceptable standard in one or more areas of the teaching practice will be involved in a process of increased supervision and support.
- Teachers not involved in an evaluation process will be involved in a professional improvement activity. This activity will be supervised and documented by the school Principal.
- An up-to-date record of evaluation and professional growth activities for all teachers will be kept in the school file.
- This process of evaluation will be in place in NWT schools for the 2004/05 school year.

I realize that some jurisdictions already have in place an evaluation process that resembles the model developed by the Committee. If you decide that you would like to continue to use your existing evaluation process, or if you decide to adopt the recommended model but modify elements of the process (for example add to the list of teaching criteria), then I am asking that you submit a copy of the evaluation process to me for review. If I am satisfied that the process you wish to use mirrors the recommendations for evaluation identified by the Committee and that it is similar in respect to frequency, process and criteria for judging teacher competency, I will approve the process for use in your jurisdiction.

Please contact Ms. Janet Grinsted, Director, Education Operations and Development, Department of Education, Culture and Employment at (867) 873-7673, if you have any questions regarding the implementation of this directive.

ORIGINAL SIGNED  
BY CHARLES DENT

Charles Dent

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