

Education

EDUCATION (TEACHER EVALUATION) REGULATIONS, 2007

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation.
2. Interpretation.
3. Duty of evaluation team.
4. Aims of evaluation.
5. Evaluation.
6. Evaluation team.
7. Self-evaluation forms.
8. Evaluation procedure for principal and other educators.
9. Evaluation procedure for teachers.
10. Evaluation report.
11. Review Committee.
12. Duties of Review Committee.
13. Subsequent evaluation.

Education

Cap. 41.

**EDUCATION (TEACHER EVALUATION)
REGULATIONS, 2007**

2007/130.

Authority: These Regulations were made on 13th December, 2007, by the Minister under section 59(2)(y) of the *Education Act*.

Commencement: 20th December, 2007.

1. These Regulations may be cited as the *Education (Teacher Evaluation) Regulations, 2007*. Citation.

2. In these Regulations,

Interpreta-
tion.

"administrator" means a deputy principal, senior teacher, head of department, subject co-ordinator, guidance counsellor or an information technology co-ordinator;

"evaluation period" means the period during which an evaluation is conducted;

"final report" means a written evaluation report prepared by the team on the conclusion of an evaluation of a principal, deputy principal, senior teacher, head of department, subject co-ordinator, guidance counsellor, an information technology co-ordinator or a teacher;

"head of department" has the meaning assigned to it by the *Civil Establishment (Teachers) Order, 1999*. 1999/70.

"information technology co-ordinator" means a teacher who is responsible for the administration of a school's computer network;

"interim report" means an informal written evaluation report prepared by an evaluation team in accordance with regulation 9(5);

"post-observation conference" means a meeting held after an evaluation between the team and the person who was evaluated for the purposes of discussing that person's evaluation;

"pre-observation conference" means a meeting held before an evaluation between the team and the person to be evaluated for the purposes of discussing that person's evaluation;

"Review Committee" means the Review Committee established under regulation 11;

"subject co-ordinator" means a teacher who is responsible for the management of a particular subject or set of subjects at a primary school;

"team" means an evaluation team;

"team leader"

(a) in the case of the evaluation of a principal, means the Chief Education Officer or the nominee of the Chief Education Officer; and

(b) in the case of the evaluation of all other teachers, means the principal or the nominee of the principal.

Duty of
evaluation
team.

3. (1) It is the duty of the team to observe and evaluate the performance of every

(a) principal;

(b) deputy principal;

(c) senior teacher;

(d) head of department;

(e) guidance counsellor;

(f) information technology co-ordinator;

(g) subject co-ordinator; or

(h) other teacher

of a public school, as that person performs his duties.

(2) A team shall submit in writing a report to

(a) the Chief Education Officer, in the case of a principal; and

(b) the principal, in the case of a deputy principal, senior teacher, head of department, subject co-ordinator, guidance counsellor, information technology co-ordinator or teacher.

(3) The final report shall be prepared in accordance with these Regulations, and a copy of that report shall be placed on the file of the person to whom the report relates.

4. An evaluation under these Regulations and the final report in relation thereto must Aims of evaluation.

(a) support the professional development of the person who is evaluated so as to improve that person's instruction, management and related functions; and

(b) focus on improving teaching skills and providing information regarding training needs and other professional development programmes in respect of the person who is evaluated.

5. (1) An evaluation shall be conducted at such times as determined by the evaluation team, and these times may be varied as necessary by the principal of the school as circumstances require. Evaluation.

(2) An evaluation period shall be for a continuous period of one year.

(3) Where a teacher is appointed to another school, the principal of that school shall determine when the evaluation period for that teacher is to commence or when the evaluation of the teacher is to continue, in a case where the evaluation of the teacher has already commenced.

(4) Teachers who are administrators shall be evaluated in their capacity as teachers and also in their capacity as administrators.

(5) Evaluations shall be held

(a) every 2 years for principals and administrators;

(b) every 3 years for teachers; and

(c) in respect of temporary teachers,

(i) where the assignment is for one year or more, annually;
or

(ii) where the assignment is for less than one year, at the end of each assignment.

Evaluation
team.

6. (1) Every evaluation shall be conducted by a team that consists of not more than 4 persons and not less than 2 persons.

(2) A teacher or an administrator is entitled to select a peer to sit on the team which is to evaluate that teacher or administrator.

(3) A principal shall be evaluated by a team that consists of

(a) the Chief Education Officer or the nominee of the Chief Education Officer;

(b) in the case of a secondary school, the deputy principal of the school to which the principal is assigned and in the case of a primary school, a senior teacher of the school to which the principal is assigned; and

(c) a teacher who is selected by the staff of the school to which the principal is assigned.

(4) A deputy principal shall be evaluated by a team that consists of

(a) the principal of the school to which the deputy principal is assigned; and

(b) a teacher who is selected by the staff of the school to which the deputy principal is assigned.

(5) A senior teacher, head of department or subject co-ordinator shall be evaluated by a team that consists of

- (a) in the case of a secondary school,
 - (i) the principal or deputy principal of the school to which the senior teacher, head of department or subject co-ordinator is assigned; and
 - (ii) a teacher from the relevant department or year group, as the case may be, to which the senior teacher, head of department or subject co-ordinator is assigned within the school; and
- (b) in the case of a primary school,
 - (i) the principal of the school to which the senior teacher, head of department or subject co-ordinator is assigned; and
 - (ii) a teacher from the relevant department or year group, as the case may be, to which the senior teacher, head of department or subject co-ordinator is assigned within the school.

(6) A guidance counsellor shall be evaluated by a team that consists of the principal and deputy principal of the school to which the guidance counsellor is assigned.

(7) An information technology co-ordinator shall be evaluated by a team that consists of

- (a) the principal of the school to which the information technology co-ordinator is assigned;
- (b) the deputy principal or the senior teacher, as the case may be, of the school to which the information technology co-ordinator is assigned; and
- (c) a teacher from the department or a year group within the school to which the information technology co-ordinator is assigned.

(8) Teachers and administrators in their capacity as teachers shall be evaluated by

- (a) the principal of the school or the nominee of the principal, who must be a teacher at the school to which the teacher is assigned; and
- (b) the head of department or subject co-ordinator, as the case may be.

(9) The team shall, in the conduct of the evaluation, observe a teacher on at least 2 occasions during the evaluation period.

Self-
evaluation
forms.

7. (1) Every person to be evaluated pursuant to regulation 6 may complete a self-evaluation form, and the information submitted on the form

- (a) may be used in compiling that person's evaluation report; and
- (b) shall be treated as confidential.

(2) Every evaluation team shall have a leader, and every person who completes a self-evaluation form shall submit the form to the leader of the team.

Evaluation
procedure
for principal
and other
educators.

8. The evaluation procedure in respect of a principal or an administrator shall be in the form of at least one interview, and shall be conducted by the appropriate team referred to in regulation 6.

Evaluation
procedure
for teachers.

9. (1) The evaluation procedure in respect of a teacher shall consist of a pre-observation conference, classroom observation and a post-observation conference.

(2) The pre-observation conference shall consist of a meeting between the members of the team and the person being evaluated in order to plan and prepare for the evaluation; and the following matters shall be discussed in preparation for the evaluation:

- (a) the lesson plan;
- (b) the setting of objectives;

- (c) an examination of the concerns of the teacher;
 - (d) the number of classroom observations to be made;
 - (e) the subject-matter to be observed;
 - (f) the attainment level of the class which will be observed by the team; and
 - (g) agreement on the tools to be used in the classroom observation.
- (3) The team making the classroom observation shall
- (a) observe the person being evaluated whilst that person conducts a class;
 - (b) collect and record information based on the observations; and
 - (c) observe the interaction between the person being evaluated and the students in the class to determine whether the environment within the classroom facilitates the learning process.
- (4) A post-observation conference between the team and the person who is being evaluated shall be held as soon as possible after the classroom observation but not later than 14 days thereafter, and at this time the team shall
- (a) review the performance of the person being evaluated;
 - (b) discuss the strengths and weaknesses of that person's performance; and
 - (c) recommend any changes that may be necessary.
- (5) At the conclusion of each post-observation conference, the team, under the co-ordination of the team leader, shall prepare an interim report in respect of the person who was evaluated, which all the members of the team must sign; and the contents of the report shall be treated as confidential.

(6) In the case of teachers, the members of a team shall prepare a final report only after the appropriate number of classroom observations required under regulations 6(9) and 9(2)(d) have been made, and that report shall be signed by the team leader.

(7) A copy of the reports referred to in paragraphs (5) and (6) shall be given to the person who was evaluated not later than 14 days after completion of the report; and that person shall be given an opportunity to

- (a) check the report for accuracy; and
- (b) add his comments.

Evaluation
report.

10. (1) Where a principal is aggrieved by a final report, the principal may lodge a complaint with the Chief Education Officer.

(2) Where

- (a) a deputy principal;
- (b) a senior teacher;
- (c) a head of department;
- (d) a subject co-ordinator;
- (e) a guidance counsellor;
- (f) an information technology co-ordinator; or
- (g) any other teacher

who is the subject of a final report, is aggrieved by the findings of that report, that person may lodge a complaint with the principal of the school to which that person is assigned.

(3) The complaint referred to in paragraph (2) shall

- (a) be in writing; and
- (b) be made within 20 days of the complainant receiving a copy of the report.

- (4) The principal shall within 14 days of receiving a complaint
- (a) investigate the report; and
 - (b) meet with the team and the complainant.

(5) The complainant referred to in paragraph (4) may at the meeting referred to in that paragraph be accompanied by a friend or be represented by an official of the union to which he belongs.

(6) Where the team and the complainant fail to resolve the complaint, the principal shall submit the complaint to the Chief Education Officer, who shall

- (a) investigate the complaint;
- (b) review the report; and
- (c) convene a meeting with the Review Committee and the complainant, who may be accompanied by a friend or be represented by an official of the union to which the complainant belongs.

(7) Where a complaint is made by the principal, the Chief Education Officer shall

- (a) investigate the complaint;
- (b) review the report; and
- (c) convene a meeting with the Review Committee and the complainant, who may be accompanied by a friend or be represented by an official of the union to which the complainant belongs.

11. (1) There shall be a Review Committee for the purposes of these Regulations as the need arises, and that Committee shall comprise

- (a) the Chief Education Officer or the nominee of the Chief Education Officer;

- (b) a representative of the Congress of Trade Unions and Staff Associations of Barbados who shall be appointed by the Chief Education Officer; and
- (c) one other person who shall also be appointed by the Chief Education Officer.

(2) A person referred to in paragraph (1)(b) and (c) shall only be eligible for appointment to the Committee if that person is qualified and experienced in matters relating to education and the teaching profession.

1990/70. (3) A person is not eligible to be a member of the Committee if he held a post established under the *Civil Establishment (Teachers) Order* during the 3 years immediately preceding his proposed appointment.

Duties of
Review
Committee.

12. (1) The Review Committee is responsible for

- (a) investigating complaints;
- (b) receiving written or oral submissions from the complainant and the team;
- (c) conducting a review of the report; and
- (d) making a determination on the report.

(2) The Review Committee shall meet to hear complaints at such times as it may determine, and at such meetings a complainant may attend and

- (a) be accompanied by a friend; or
- (b) be represented by an official of the union to which he belongs.

(3) At the conclusion of an investigation and hearing, the Review Committee may determine that the evaluation report is to

- (a) stand;
- (b) be amended; or

- (c) be expunged from the complainant's record, and a subsequent evaluation be conducted.

13. (1) The Review Committee shall order a subsequent evaluation to be conducted where the Committee is of the view that, based on their investigation, the results of the subsequent evaluation will be substantially different from the results contained in the previous evaluation. Subsequent evaluation.

(2) Where the Review Committee determines that a subsequent evaluation is necessary, a new team shall conduct the evaluation.

(3) Where a subsequent evaluation has been conducted, the previous report shall be removed from the record of the complainant.