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Pine Creek School Division  
 Staff Evaluation Schedule

<i><b>STAFF</b></i>	<i><b>EVALUATION RESPONSIBILITY</b></i>	<i><b>TIME FRAME</b></i>	<i><b>EVALUATION FORMAT</b></i>
Tenured Teachers	Principal	-once every 3 <sup>rd</sup> year -every year	Summative Form Professional Growth
Teacher New to The Division	Principal	1 <sup>st</sup> year – 2 reports 2 <sup>nd</sup> year – 1 report	Summative Form Summative Form
Support Staff	Principal	-once every 3 <sup>rd</sup> year	Summative Form
Principals and Vice Principals	Superintendent	-once every 3 <sup>rd</sup> year -every year (after 2 <sup>nd</sup> )	Summative Form Professional Growth
Principals and Vice Principals (New to Division)	Superintendent	1 <sup>st</sup> year – April 30 2 <sup>nd</sup> year – March 30	Interim Report Summative Form
Clinicians	Student Services Co-ordinator	-once every 3 <sup>rd</sup> year (includes 1 <sup>st</sup> year) -every year after 2 <sup>nd</sup>	Summative Form Professional Growth
Division Office Secretary-Treasurer Staff		once every 3 <sup>rd</sup> year (includes 1 <sup>st</sup> year)	Summative Form
Superintendent	Board of Trustees	annually	Summative Form
Assistant Superintendent	Superintendent	annually	Summative Form
Secretary-Treasurer	Board of Trustees	annually	Summative Form
Maintenance/Transportation Sup.	Secretary-Treasurer	annually	Summative Form
Bus Garage Personnel	Maintenance/Transp. Supervisor	-once every 3 <sup>rd</sup> year (includes 1 <sup>st</sup> year)	Summative Form
Bus Drivers	Transportation Supervisor	-once every 3 <sup>rd</sup> year (includes 1 <sup>st</sup> year)	Summative Form