Summative Evaluation Report: Student Services Teacher Administrative Procedure 2.C.95C

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference: Public Schools Act

Date Adopted: November 2026

Date Amended:

Purpose

The purpose of this report is to summarize professional practice observed throughout the evaluation period and provide feedback to support continued professional growth.

Evidence included in this report may be drawn from:

- Professional conversations
- Student-Specific Plans (SSPs) and related documentation
- Student assessment and progress-monitoring data
- Observation of instructional support, interventions, meetings, and consultations
- Student Services Teacher Self-Evaluation
- Collaboration with school staff, divisional personnel, families, and community partners
- Professional learning and leadership activities
- Other relevant sources of information

The evaluation framework is based on the Student Services Teacher position description and reflects the professional responsibilities and duties associated with the role.

Professional Practice Summary

Please provide a summary of the student services teacher's professional practice. Consider evidence gathered across all areas of the position description.

Areas of Strength

Describe the Student Services Teacher's strengths and effective practices.

Evidence of Professional Growth

Describe areas in which the teacher has demonstrated growth throughout the evaluation period.

Areas for Continued Development

Identify areas for continued refinement and professional learning.

Professional Responsibilities

Comment on the student services teacher's: professionalism, communication with families and partners, collaboration with staff and divisional personnel, timeliness and quality of documentation, participation in divisional initiatives, contributions to the school community, and commitment to equity, inclusion, and student success.

Principal Comments

Signatures

I acknowledge that I have read and discussed this report. My signature does not necessarily indicate agreement with the contents.

Teacher: _____ Date: _____

Principal/Evaluator: _____ Date: _____