



HUMAN RESOURCES MANAGEMENT 45 – Continuous Teaching Contracts

Date: June 30, 2004

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

- 1.1 Sturgeon School Division needs to hire and retain the best teachers possible.
- 1.2 The awarding of continuous teaching contracts is a long-term investment in education and requires close scrutiny to ensure our teaching staff are of the highest quality possible.

2.0 PROCESS

The Associate Superintendent, Human Resources will establish and monitor an administrative practice for awarding continuous teaching contracts.

3.0 GUIDELINES

- 3.1 At least two positive summary evaluation reports on the teacher's performance, which have been written by a principal in accordance with the Board's policy on the Evaluation of Professional Staff, must be on file in Central Office.
- 3.2 The principal must make a written recommendation to the Superintendent, or designate, to award a continuous teaching contract to the teacher. The recommendation may be part of an evaluation report on the teacher or it may be submitted in a separate formal letter; assuming at least two positive evaluation reports are already on file in Central Office.
- 3.3 In addition to the above, the Superintendent, or designate, may require additional evaluative information before considering the awarding of a continuous teaching contract.
- 3.4 Once the above requirements have been met, the teacher may be awarded a continuous teaching contract by the Superintendent, or designate, based on:
 - 3.4.1 program needs for the Division, and
 - 3.4.2 seniority in the Division.

References: *Board Policy: E/I/1*