



Montfort College Announcement

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Guidelines and Evaluation Criteria for Foreign Teachers at Montfort College

The annual performance of foreign teachers at Montfort College is assessed every academic year. The assessment will look at the performance of foreign teachers in order to meet the quality control standards. It is to help measure the effective of teachers for the personnel management of the school and the results are used to improve the performance of foreign teachers. Therefore, the school created a personal agreement for the foreign teachers to use as a guideline in the following.

1. Definition of terms used in foreign teachers performance's evaluation:

Director	refers to a school administrator according to the Private School Act 2007.
Supervisor	refers to the person appointed by the school to perform the duties as supervisors according to the school administration structure for each academic year.
Foreign teachers	refers to non-Thai nationals who practice primary teaching profession and promote learners' learning through various methods in school.
The school's basic criteria	refers to the contributions that foreign teachers produce or the activities that foreign teachers participate in each academic year; including performance statistics (absent, late, or out of the school area) and self-development.
Performance	refers to the efficiency and effectiveness of the performance of a foreign teacher as assigned by the school.
Key Performance Indicators (KPIs)	refers by the indicators of the performance of an individual's duties and responsibilities according to foreign teachers performance's evaluation.
Montfort Way	refers to the behavior that expresses the identity of personnel according to the Montfort's Way.
Montfort Teacher Standard	refers to the desirable qualification requirements that characterize Montfort College's teacher education.
Teamwork	refers to co-thinking, participation, and working as a team in the performance of duties as a part of the team. To enable teams, departments and organizations to achieve goals.
Competency	refers to the knowledge, skills and competencies required to perform a job and organizational development to be effective, efficient and achieve the objectives, and goals of the organization.

2. Objectives of foreign teachers performance's evaluation:

- 2.1 To develop potential and enhance the work efficiency of foreign teachers
- 2.2 To improve performance and develop strengths
- 2.3 To consider the salary base
- 2.4 To consider the bonus
- 2.5 To build the motivation of foreign teachers

3. The process of evaluating foreign teachers' performances:

- 3.1 Conduct foreign teachers performance's evaluation 2 times per academic year.
 - 3.1.1 The first evaluation results is the feedback on the performance of foreign teachers by supervisor in order to improve their performance.
 - 3.1.2 The second evaluation results is used to determine the salary increasement and bonus.
- 3.2 Present result of foreign teachers performance's evaluation to the director for approval.
- 3.3 In case there is a reasonable claim, The assessee has the right to appeal the evauluation results to the director within 5 working days, after the announcement of the foreign teachers' performance evaluation result.

4. Conditions of the assessee:

4.1 All foreign teachers will be assessed by the head accordnator of the school administration structure. All foreign teachers will be assessed by 3 supervisors and related persons: Head of Bilingual Programme or Academic Affairs Assistant EP. International, Head of Curriculum or Head of academic EP. International and related teachers.

4.2 In order foreign teachers to be considered for salary increment and Bonus must complete their duties for one academic year; from the date of signing of the contract after introductory period.

4.3 If the teacher does not meet the basic school criteria, the teacher will not be considered for salary increasement and Bonus until they meet the basic school criteria.

5. Annual Performance Evaluation Framework: To be consist, the assessments are subject to the the following sections

- 5.1 Working statistics
- 5.2 Key Performance Indicators (KPIs)
 - 5.2.1 Classroom delivery and Performance
 - 5.2.2 Classroom observation
- 5.3 Submission of documents
 - 5.3.1 Lesson plans
 - 5.3.2 Exams
 - 5.3.3 Tests/examination scores
- 5.4 School activities
- 5.5 Appropriate work place conduct and behavior align with Montfort's Way
- 5.6 Student's feedback

6. Component of Evaluation

1. Working statistics	10	points
2. Classroom delivery and Performance	15	points
3. Classroom observation	10	points
4. Submission of documents	20	points
5. School activities	10	points
6. Appropriate work place conduct and behavior align with Montfort's Way	25	points
7. Student's feedback	10	points
Total	100	points

7. Salary Increase and Bonus: In accordance with the announcement of Montfort College on the administration of foreign teachers and educational personnel, the following are for consideration.

7.1 Salary increasement are for those who have completed one academic year, from the date of contract signing after introductory period. It must meet with specified criteria.

8 . Foreign teachers with awards from competitions or contributions made to students or themselves. (By profession / position) will receive a special points. (Only 1 highest award count)

8.1 Academic work: is innovative, research work, textbook, book or other academic work such as invention and creativity. In which the academic work must be the work of foreign teachers that have been published and accepted by a panel of experts only.

(1) International level add 5 points

(2) National level add 4 points

8.2 Competition awards: Must be a product that comes from the training process develop and promote student potential with only empirical evidence in the coaching process.

(1) International level

Winner add 5 points

First runner-up add 4.5 points

Second runner-up add 4 points

(2) National level

Winner add 3.5 points

First runner-up add 3 points

Second runner-up add 2.5 points

9. The final consideration is at the director's discretion.

Announced on 1th September, 2020

(Brother Surakit Srisrankulwong, Ph.D.)
Director of Montfort College