



Republic of Rwanda  
Ministry of Education

## DEPUTY HEAD TEACHER IN CHARGE OF STUDIES IMIHIGO FOR THE ACADEMIC YEAR 2025-2026

### I. IDENTIFYING DETAILS

#### I.A. School Details

District:

School Name:

Sector:

School Code:

#### I.B. DoS Details

Family name:

First name:

Date of Birth:

National ID number:

Sex:

TMIS staff code:

SDMS staff code:

## II. OVERALL PERFORMANCE EXPECTED FROM DEPUTY HEAD TEACHER IN CHARGE OF STUDIES

The Deputy Head Teacher in Charge of Studies' (DoS) overall performance will be evaluated based on three domains:

- i) Attitudes and values/behavior of the DoS
- ii) Improved teaching quality
- iii) Accurate and complete data in education data systems including SDMS and CAMIS

## III. Performance Expected (Results and Indicators) from the DoS

The domains in each DoS imihigo performance will be evaluated based on the following indicators:

| No. | Domain  | Indicators  | Evaluation Timeline |
|-----|---|---|---------------------|
| 1   | Attitudes and values/behavior of the DoS                                      | Presence, integrity, and commitment at work, and good conduct in society.   | Termly              |
| 2   | Improved teaching quality   | Teacher Imihigo Evaluations including classroom observations into Teachers' Presence; Teachers' Lesson Preparation; Teachers' Pedagogical skills. | Termly              |
| 3   | Accurate and complete data in education data systems including SDMS and CAMIS | Truth/Accuracy, Completeness and Timeliness   | Termly              |

We have discussed and agreed on the results that are expected of the DoS in the current academic year and measuring indicators to improve learning outcomes.

I commit myself to achieve the above stated tasks by the end of the school year ...../.....

DoS's Name: .....

Date: ...../...../.....

Signature: .....

Supervisor's Name: .....

Job Title:

Date: ...../...../.....

Signature: .....

#### IV. PERFORMANCE EVALUATION

DoS performance will be evaluated using an aggregate score of attitudes and values/behavior of the DoS, improved teaching quality, and the provision of accurate and complete data in education data systems including SDMS and CAMIS.

##### 1) Positive attitudes and values/behavior of the DoS (20%)

*This domain will be evaluated and recorded by the District.*

| Criteria   | Marks  |
|--|--------|
| 1. Presence at school  | ___/5  |
| 2. Integrity at work   | ___/5  |
| 3. Commitment at work (timely reporting, Innovations)  | ___/5  |
| 4. Good conduct in the society (No conflict in the school, no misconduct such as over drinking, drug abuse, harassment, and abuse) | ___/5  |
| Subtotal   | ___/20 |

##### 2) Improved teaching quality (50%)

*This domain will be evaluated and recorded by the Ministry of Education and the National Examinations and Schools Inspections Authority.*

The DoS conducts classroom observations for every teacher once per term and records the evaluation results. The DoS participates in the evaluation of teachers based on the following 4 “Ps”:

| Criteria  | Score  |
|---|--------|
| Teacher <b>presence</b> evaluated, recorded, and submitted.               | ___/13 |
| Teacher <b>preparation</b> evaluated, recorded, and submitted.            | ___/12 |
| Teacher <b>pedagogy</b> evaluated, recorded, and submitted.               | ___/12 |
| Teacher <b>participation</b> in CAMIS evaluated, recorded, and submitted. | ___/13 |
| Subtotal  | ___/50 |

##### 3) Provision of accurate data to systems including SDMS and CAMIS (30%)

*This domain will be evaluated and recorded by the Ministry of Education and the National Examinations and Schools Inspections Authority.*

| Indicator   | Score  |
|---|--------|
| All school data entered in Education Data Systems is true/accurate. | ___/10 |
| All school data entered in Education Data Systems is complete.      | ___/10 |
| All school data entered in Education Data Systems is timely.        | ___/10 |
| Subtotal  | ___/30 |



## OVERALL PERFORMANCE

| Domains  | Score    |
|--|----------|
| Attitudes and values/behavior of the DoS                   | ____/20  |
| Improved teaching quality                                  | ____/50  |
| Provision of accurate data to systems incl. SDMS and CAMIS | ____/30  |
| <b>Imihigo Score</b>                                       | ____/100 |

## V. RECEIPT OF RESULTS

|  |                       |
|--|-----------------------|
| <b>a) DoS</b><br>Name:<br>SDMS Staff Code:<br>TMIS Staff Code:<br>Date:                            | <b>DoS's comments</b> |
| <b>b) Sector-level Evaluator</b><br>Name:<br>Sector Name:<br>Job Title:<br>Date:<br>Signature:     | <b>Comments</b>       |
| <b>c) District-level Evaluator</b><br>Name:<br>District Name:<br>Job Title:<br>Date:<br>Signature: | <b>Comments</b>       |