



Teacher Performance Appraisal

Board Received: January 30, 2017 Review Date: February 2021

Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – Process enhances job performance and the learning environment.

Procedures

1. Experienced Teachers

a) Annual Learning Plans

- i) The Grand Erie District School Board will ensure that every teacher employed by the Board has an Annual Learning Plan (ALP) (see Appendix A) that addresses the teacher's own professional growth.
- ii) The teacher must prepare an ALP every year in consultation with their principal and submit it by October 15th.
- iii) All ALP's must include the teacher's professional growth objectives as well as their proposed action plan and timelines for achieving those objectives.
- iv) In the teacher's evaluation year, the teacher and principal must review and update the teacher's current ALP in a meeting as part of the performance appraisal process. The pre-observation and post-observation meetings provide opportunities for this review to take place.

b) Teacher Performance Appraisals

- i) Teacher performance appraisals are to be conducted using the timelines and procedures as outlined in the *Education Act*, Regulations and the document entitled, "Performance Appraisal of Experienced Teachers – Technical Requirements Manual".
- ii) Principals must conduct a minimum of one performance appraisal for each experienced teacher in their year of review.
- iii) The principal must notify all teachers for whom performance appraisals will be conducted within the first 20 school days of the school year.
- iv) If necessary, the provision for missed timelines in Section 277.22 of the *Education Act* may be applied.

c) Documentation Requirements

- i) Every person who conducts a performance appraisal of a teacher shall submit a copy of the summative report and the ALP to the Family of Schools Superintendent for inclusion in the human resources file of the teacher. Teachers who have had a performance appraisal will receive a copy of the signed Summative Report.

- ii) Human Resources Services will retain a copy of each performance appraisal record for at least six years from the date of the summative report.

2. Teachers New to the Profession

a) Definition

Teachers newly hired by the Board into permanent contract positions (full-time or part-time) to begin teaching for the first time in the province of Ontario.

b) Teacher Performance Appraisals

- i) Teacher performance appraisals are to be conducted using the timelines and procedures as outlined in the *Education Act*, Regulations and the document entitled, "Teacher Performance Appraisal – Technical Requirements Manual".
- ii) Principals must conduct two performance appraisals in the first 12 months that a teacher new to the profession is employed. For teachers who do not receive two performance appraisals with satisfactory ratings in the first 12 months after they begin teaching, additional evaluation(s) will occur in a second 12 month period.
- iii) Where a teacher is teaching in only one semester, both evaluations will be completed during that one semester.
- iv) Where a teacher is assigned to semester one in a school and semester two in another school, one performance appraisal shall be completed in each school during the teacher's initial 12 months of employment.

c) Documentation Requirements

- i) Every person who conducts a performance appraisal of a teacher shall immediately submit a copy of the summative report to the Family of Schools Superintendent for inclusion in the human resources file of the teacher.
- ii) After two satisfactory performance appraisals have been completed within the first 12 months of teaching, and the teacher has participated in the NTIP (orientation, mentoring, professional development and training), the principal shall complete an Individual Strategy Form (Appendix B). The form is submitted to Human Resources Services and the performance appraisals to their Family of Schools Superintendent, who will then forward them to Human Resources Services.
- iii) Human Resources Services shall notify the Ontario College of Teachers that the teacher has successfully completed the New Teacher Induction Program within 60 calendar days of completion.
- iv) Human Resources Services will retain a copy of each performance appraisal record for at least six years from the date of the summative report.
- v) When a principal is considering employing a teacher from another Board, prior to any job offer, the principal shall contact Human Resources Services who will contact the last Board that employed the teacher, if any, to request the following:
 - information about the elements of the New Teacher Induction Program that the teacher was required to participate in at the board in accordance with section 270 of the *Education Act* and O. Reg 266/06;
 - copies of the performance appraisal documents that are in possession of the board that relate to performance appraisals of the teacher conducted by the board;
 - copies of all documents relied on in conducting performance appraisals of the teacher;

- copies of any Enrichment Plan prepared for the teacher under clause 277.40.1(2)(g) of the Act and any Improvement Plan prepared for the teacher under clause 277.40.2(2)(g) of the Act;
- copies of any documents relating to the termination of the employment of the teacher or to a recommendation for the termination of the employment that are in the possession of the board and that, in the opinion of the board, may be relevant to the decision of the requesting board;
- copies of any documents relating to the teacher's resignation while on review status

3. Teachers New to the Board (but not new to the profession)

a) Definition

Teachers newly hired by the Board into permanent contract positions (full-time or part-time) who have previous permanent teaching experience with another Board in the province of Ontario.

b) Teacher Performance Appraisals

- Teacher performance appraisals are to be conducted using the timelines and procedures as outlined in the *Education Act* and Regulations.
- Principals must conduct at least one performance appraisal in the first year that a teacher is employed.

c) Documentation Requirements

- Every person who conducts a performance appraisal of a teacher shall submit a copy of the summative report (and the ALP with the first report) to the Family of Schools Superintendent for inclusion in the human resources file of the teacher.
- Human Resources Services will retain a copy of each performance appraisal record for at least six years from the date of the summative report.
- When a principal is considering employing a teacher from another Board, the principal shall conduct appropriate reference checks with the teacher's former principal and/or vice-principal using the approved Reference Check Form. Completion of the Reference Check Form will indicate if the teacher had a recent Teacher Performance Appraisal and what the rating was. Prior to making any job offer, the principal shall contact Human Resources Services who, if necessary, will then contact the last Board that employed the teacher to request the following:
 - Copies of the performance appraisal document and all other documents relied on in conducting the last two performance appraisals of the teacher, if either of those appraisals resulted in an unsatisfactory rating.
 - Copies of any documents relating to the termination of the teacher's employment or to a recommendation for the termination of the teacher's employment that are in the possession of the Board and that, in the opinion of the Board, may be relevant to the decision of the requesting Board.
 - Copies of any documents relating to the teacher's resignation while on review status that are in the possession of the Board and that, in the opinion of the Board, may be relevant to the decision

4. Duties and Powers re: Performance Appraisals

- a) The principal assigned to the school to which the teacher is assigned must conduct the performance appraisals in the teacher's evaluation year unless the responsibility is delegated to the vice-principal.
- b) Duties or powers of a principal shall be performed or exercised by the Family of Schools Superintendent where:
 - i) the principal and Superintendent agree that the Superintendent shall perform the duty or exercise the power.
 - ii) the Family of Schools Superintendent is of the opinion that the principal is unable to perform the duty or exercise the power in a timely way because of absence or some other reason.
- c) The duty or power of the Family of Schools Superintendent may be performed or exercised by another Superintendent employed by the Board where the Superintendent who would ordinarily perform the duty or exercise the power is unable to do so in a timely way because of absence or some other reason.
- d) When a series of one or more performance appraisals are to be conducted as part of a process, the effect of each of the appraisals is the same regardless of whether the duties or powers in relation to different appraisals are performed or exercised by different individuals or individuals holding different titles.
- e) Where a teacher is assigned to teach part-time in each of two schools, the performance appraisal will be completed by the principal of the teacher's designated home school.
- f) Performance appraisals for itinerant teachers, teacher-consultants and coordinators will involve observing the mandated competencies in situations such as the delivery of workshops, program meetings, parent/student conferences and the teaching of sample lessons.
- g) Performance appraisals of all teacher support staff (i.e. Program Coordinators, Teacher Consultants or itinerant teachers) will be completed by the appropriate Principal-Leader or Superintendent.

5. Accountability

- a) In order to ensure compliance with all timelines provided in the teacher performance appraisal process, Family of Schools Superintendent will communicate with each of their principals by both January 31 and May 31 of each school year and will review the progress of the performance appraisals.
- b) Principals who do not comply with the timelines and procedures outlined in the teacher performance appraisal process will be subject to disciplinary procedures (as outlined in HR119 Progressive Discipline) implemented by the Family of Schools Superintendent.
- c) The Director of Education has overall responsibility for ensuring that performance appraisals are conducted according to the acts, regulations and Board policies and procedures.