



*Huron-Superior Catholic District School Board*

**APPENDIX A  
Occasional Teacher Evaluation Template**

<b>Occasional Teacher's Name (first and last)</b>		<b>Principal Name (first and last)</b>			
<b>Description of Occasional Teacher's Assignment</b>		<b>Name of School</b>			
<b>Term of Assignment (yyyy/mm/dd to yyyy/mm/dd)</b>		<b>Name of Board</b>			
<b>to</b>					
<b>Meeting and Classroom Observation Dates (yyyy/mm/dd)</b>					
<b>Pre-Observation</b>		<b>Classroom Observation</b>		<b>Post-Observation</b>	

<b>Domains considered in the evaluation: Commitment to students and student learning / Professional Knowledge / Teaching Practice</b>			
<b>Performance expectations:</b>	<b>Possible Observable Indicators</b>	<b>Development Needed</b> ✓	<b>Meets Expectation</b> ✓
Creates a safe and inclusive learning environment	<ul style="list-style-type: none"> <li>follows appropriate legislation, policies and procedures with regards to student safety and welfare</li> <li>ensures and models bias-free assessment</li> <li>values and promotes fairness, justice, equity and Gospel teachings</li> <li>ensures students feel valued and respected</li> <li>communicates information from a bias-free, multicultural perspective</li> </ul>		
Models and promotes positive and respectful student interactions	<ul style="list-style-type: none"> <li>models and promotes faith driven learning by effectively motivating students to improve learning</li> <li>demonstrates a positive rapport with students</li> <li>promotes polite and respectful student interaction</li> <li>develops clear and achievable classroom expectations with students</li> </ul>		
Demonstrates effective classroom management strategies	<ul style="list-style-type: none"> <li>demonstrates care and respect for students by maintaining positive interactions</li> <li>address inappropriate student behaviour in a positive manner</li> </ul>		

<p>Demonstrates knowledge of the Ontario curriculum</p>	<ul style="list-style-type: none"> <li>exhibits an understanding of the Ontario curriculum and Catholic Graduate Expectations when teaching</li> <li>presents accurate and up-to-date information</li> <li>demonstrates subject knowledge and related skills</li> </ul>		
<p><b>PLANNING</b> Plans and implements meaningful learning experiences for all students</p>	<ul style="list-style-type: none"> <li>applies knowledge about the whole child-how students develop and learn physically, socially, cognitively and spiritually</li> <li>chooses pertinent resources for development of instruction while maintaining a Catholic lens</li> <li>organizes subject matter into meaningful units of student and lessons</li> <li>uses clear and consistent format to plan and present instruction</li> <li>uses a variety of effective instructional strategies</li> <li>uses instruction time in a focused, purposeful way</li> <li>assists students to develop and use ways to access information</li> </ul>		
<p><b>APPLICATION</b> Differentiates instruction and assessment strategies based on student needs, interests and learning profiles</p>	<ul style="list-style-type: none"> <li>shapes instruction so it engages students and is helpful to all students, who learn in a variety of ways</li> <li>responds to learning exceptionalities and special needs by modifying assessment processes to ensure needs of special needs students are met</li> </ul>		
<p><b>ASSESSMENT OF and FOR LEARNING</b> Utilizes a variety of evidence-based assessment and evaluation strategies</p>	<p>Feedback</p> <ul style="list-style-type: none"> <li>uses a variety of appropriate assessment and evaluation techniques</li> <li>uses a variety of techniques to report student progress</li> <li>engages in meaningful dialogue with students to provide feedback during the teaching/learning process</li> </ul> <p>Record Keeping</p> <ul style="list-style-type: none"> <li>gathers accurate data on student performance and keeps comprehensive records of student achievement</li> </ul> <p>Reporting</p> <ul style="list-style-type: none"> <li>uses ongoing reporting to keep both students and parents informed and to share student progress</li> </ul>		
<p>Comments</p>			

## Outcome of Evaluation

Satisfactory

Unsatisfactory

**PLEASE SEE IMPROVEMENT PLAN**

### Recommendations for Professional Growth

Additional Comments (optional)

### Principal Signature

My signature indicates that this evaluation was conducted in accordance with requirements of the Occasional Teacher Evaluation.

(yyyy/mm/dd)

### Teacher Signature

My signature indicates the receipt of this evaluation.

(yyyy/mm/dd)

Occasional Teachers comments on evaluation (optional)