



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES PERFORMANCE APPRAISAL OF EXPERIENCED TEACHERS

DEFINITION:

“All teachers who have completed the NTIP, or who held permanent positions in Ontario’s publically funded schools prior to the NTIP’s implementation in September 2006, as well as temporary teachers (those teaching on a Letter of Permission), are appraised as “experienced” teachers” (Teacher Performance Appraisal: Technical Requirements Manual 2010). In addition, teachers new to a board who have prior teaching experience in the Ontario publicly-funded system are now considered “experienced teachers” for the purpose of the teacher performance appraisal process. They are subject to the same provisions as other experienced teachers, except their first year with the board is an evaluation year.

PROCEDURES:

Evaluation Cycle:

- Teachers continuously employed by the Board will be placed on a five year cycle for evaluation.
- The following will not be counted in the five year cycle for evaluation, subject to exclusions in Regulation 99/02 and Regulation 98/02 as amended.
 - a school year in which the teacher does not teach at any time;
 - a school year in which the teacher is on an extended leave approved by the board;
 - a year when the teacher is on a secondment to a non-teaching position with another board or a position outside the Ontario public educational system.
- For a teacher seconded to the board, the teacher’s scheduled evaluation year remains the same.
- A teacher who is teaching a minimum of half a school year shall be subject to the full requirements of this policy and time lines will be adjusted accordingly.
- A plan listing those eligible for performance appraisal shall be developed by the human resources department and submitted to the school principal and supervisory officer assigned to the school by Sept. 20th of each school year.

- Requirements of this policy are not intended to interfere with the principal's discretionary right to conduct additional appraisals as long as there is consistency with the requirement of the Education Act and its associated regulations, guidelines, rules and policies.

Annual Learning Plans:

- Every teacher must develop and submit an Annual Learning Plan (ALP) to the principal of the school by October 15th each year (see appropriate form). "The ALP is teacher authored and directed and is developed in a consultative and collaborative manner with the principal. The ALP must include the teacher's professional growth goals, as well as his or her proposed action plan and timelines for achieving those objectives."
 - Each year, teachers, in consultation with their principal, must review their previous year's ALP. This review and update must take into account the teacher's learning and growth over the year, as well as the professional growth goals and strategies recommended in the summative report from the teacher's most recent performance appraisal." (Performance Appraisal for Experienced Teachers Technical Requirements Manual 2010)
 - If the year is scheduled as an evaluation year for the teacher, the ALP will form part of the performance appraisal process.

Conducting the Appraisal:

- The principal or vice principal shall normally conduct teacher performance appraisals. Upon consultation between the principal and school superintendent, the superintendent may conduct teacher performance appraisals.
- Where a teacher is assigned to more than one school, the school in which the teacher spends most classroom time will be the school in which the teacher's performance appraisal is conducted. If there is no time differentiation, the decision with respect to the location of the appraisal will be determined in consultation between the teacher and the principals of the schools involved. It is expected that, in this instance, a mutually agreeable location (school) would be selected.
- The performance appraisal will include a pre-observation meeting, the classroom observation, a post-observation meeting and a summative report that includes a rating of the teacher's overall performance.

- The performance appraisal of experienced teachers is based on all the competencies set out in O. Reg. 99/02 and in the Teacher Performance Appraisal Technical Requirements Manual 2010.
- Experienced teachers are rated as either Satisfactory or Unsatisfactory at all appraisals.

Following the Appraisal:

- Following a Satisfactory Rating: The principal will:
 - Seek input from the teacher and identify learning and growth strategies which reflect the findings of the appraisal and take into account the teacher's ALP;
 - Provide the teacher with a copy of the signed summative report within 20 school days after the classroom observation;
 - Provide a signed copy of the summative report to the human resources department.
- Following the first Unsatisfactory rating: The principal will:
 - Provide the teacher with an improvement plan, within 15 school days of the teacher's receiving the Unsatisfactory rating, which provides a written explanation of what is lacking in the teacher's performance and sets out the recommended steps and actions the teacher should take to improve it;
 - Inform the appropriate superintendent, provide all required documentation, and consult with the superintendent as required. This information shall also be shared with the teacher's union;
 - Complete a second appraisal within 60 school days after the principal has given the teacher written notice of the initial Unsatisfactory rating;
 - If the second appraisal results in a Satisfactory rating, follow the section titled "Following a Satisfactory Rating;"
 - If the second appraisal is Unsatisfactory, follow the requirements in the "Second Unsatisfactory Appraisal Rating."
- Second Unsatisfactory Appraisal Rating: The principal will:
 - Place the teacher On Review status;
 - Provide the teacher with a written improvement plan, within 15 days, setting out steps and actions that the teacher should take to improve his or her performance. The improvement plan should take the teacher's input into account and the principal must consult with the appropriate superintendent;

- Give the appropriate superintendent a signed copy of the summative report, the improvement plan and all documents relied on in conducting their performance appraisal, together with a brief written summary of the matters discussed with the teacher at the appraisal meeting(s);
- Perform a third appraisal within 120 school days after the principal has notified the teacher that they are On Review;
- Consult with the superintendent to determine whether or not the delay necessitated by conducting a third performance appraisal is in the best interests of students. If it is found not to be in the best interests of students, a joint recommendation for immediate termination of the teacher's employment with the board will be made;
- Follow the section titled "Following a Satisfactory Rating," if the third performance appraisal results in a Satisfactory rating;
- Follow the requirements in the "Terminating a Teacher's Employment," if the third performance appraisal results in an Unsatisfactory rating.

Terminating a Teacher's Employment:

- If the performance appraisal conducted while a teacher is On Review status results in an Unsatisfactory rating, the principal must send a written recommendation to the board that the teacher's employment be terminated.
- While the board is in the process of considering terminating the employment of the teacher as a result of poor performance, the teacher will be suspended with pay or reassigned until the decision is made.
- Should a teacher's employment with the board be terminated due to unsatisfactory performance, or should a teacher resign while 'on review' status, the director of education shall communicate with the Ontario College of Teachers, as required.

Record Keeping of Appraisals:

- Summative reports and copies of the current ALP in the evaluation year will be reviewed by the school superintendent and recorded and filed in the human resources department by June 15th each year. These will be kept in the teacher's personnel file. All other ALPs of teachers not in their evaluation year will be retained by the teacher and the principal.