



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PERFORMANCE APPRAISAL OF OCCASIONAL TEACHERS PROCEDURAL GUIDELINES

#### PURPOSE:

The Occasional Teacher (OT) Evaluation is designed to support the ongoing professional growth of OTs through dialogue and feedback with the principal on their teaching practice. The OT Evaluation is derived from the Ontario College of Teachers' Standards of Practice for the Teaching Profession and, more specifically, the Teacher Performance Appraisal (TPA). The performance appraisal expectations identified in the OT Evaluation are fewer and more generalized than the TPA competencies required of a permanent contract teacher.

NOTE: The OT Evaluation is not considered equivalent to a TPA and does not exempt a teacher from the requirements of TPA once in a permanent position.

#### DEFINITIONS:

Under Ontario Regulation 274/12 – Hiring Practices, one of the requirements for an OT on a long term occasional (LTO) list to apply for a posted permanent position is to have completed a long term occasional contract of at least 4 months long and have received a satisfactory evaluation. For the purpose of the OT Evaluation, the term “long term occasional” refers to a contract of four months or more. In addition, the term ‘principal’ throughout this document refers to the principal or vice-principal of the school.

#### COMPONENTS:

- Seven performance expectations;
- Set of observable indicators within the performance expectation;
- Pre-observation meeting;
- Classroom observation(s);
- Outcome of evaluation;
- An evaluation template that documents the outcomes of evaluation; and
- Recommendations for professional growth.

### Seven Performance Expectations and Observable Indicators within the Expectations:

The seven performance expectation statements that form the basis of the OT evaluation describe the skills, knowledge and attitudes that OTs reflect in their practice. The observable indicators within each performance expectation are possible ways the OT could demonstrate the expectation; these indicators are not intended to be an exhaustive list and not all need to be demonstrated during the teacher's LTO assignment. The principal *may* include other examples of how the expectation was or was not demonstrated in the comments section provided on the OT Evaluation Template (Appendix A). For each performance expectation the principal *checks* either "Meets Expectation" or "Development Needed" on the OT Evaluation Template.

### Pre-Observation Meeting:

The meeting is intended to promote professional dialogue between the principal and the OT. The purpose of the meeting is to discuss an overview of the evaluation process, review the evidence that will be considered in the evaluation, and confirm the date and time for the classroom observation.

### Classroom Observation(s):

The principal observes the OT at least once in his or her regular instructional setting at a time that is pre-determined by both parties. The dates of the observation is recorded on the OT Evaluation Template.

### Outcome of Evaluation:

Following the observation, the principal and the OT meet to debrief the observation, discuss the outcomes of the evaluation and provide recommendations for professional growth. The principal determines an evaluation outcome for the OT as a final consideration in completing the OT Evaluation Template. The principal uses his or her professional judgement in weighing the evidence in relation to the seven performance expectations detailed on OT Evaluation Template (Appendix A) and decides on an evaluation outcome of "Satisfactory" or "Unsatisfactory". The evaluation outcome assigned to the OT is in effect until another OT Evaluation is completed.

### Unsatisfactory Outcome:

Per Ontario Regulation 274/12, a teacher who receives an evaluation outcome of "Unsatisfactory" is not eligible to apply for permanent positions within the board until such times as a "Satisfactory" outcome is received in a subsequent LTO assignment.

Should the OT receive an unsatisfactory evaluation, an evaluation shall occur during the next LTO assignment of at least two months duration. The principal shall contact their school

superintendent and arrange a meeting with the OECTA president/ designate and the OT. The meeting shall take place within one month of the evaluation, or as mutually agreed upon between the board and the OECTA president/ designate. Should this meeting not occur at the appropriate time, the performance appraisal outcome will remain in effect.

The OT shall be debriefed and provided with a copy of the evaluation (Appendix A) with accompanying improvement plan (Appendix B). The improvement plan shall identify recommendations to address any areas of improvement identified in the evaluation, as well as reasonable timelines for completion of the recommendations.

OTs who receive an unsatisfactory evaluation are required to complete the recommendations found in the improvement plan within the timelines provided. The OT is eligible to apply and be considered for other LTO assignments provided that the OT is able to demonstrate that they are actively working to complete the recommendations.

Should the OT receive a second unsatisfactory evaluation during the completion of a subsequent LTO assignment, the principal shall contact their school superintendent and arrange a meeting with the OECTA president/ designate and the OT within one month from the evaluation, or a time mutually agreed upon. Should this meeting not occur at the appropriate time, the performance appraisal outcome will remain in effect. The OT will be debriefed and provided with a copy of an improvement plan (Appendix B) with timelines. The OT will not be eligible to apply for any subsequent LTO assignments until the improvement plan has been successfully completed.

Should the OT receive a third unsatisfactory evaluation the board may suspend the teacher's eligibility for additional LTO assignments.

*Satisfactory Outcome:*

An OT is eligible to apply for permanent positions once a satisfactory evaluation has been attained. An OT has the opportunity to request a subsequent evaluation on a subsequent LTO contract. Even if the OT receives a satisfactory evaluation, further evaluations may occur where a principal has identified concerns with the OT's performance. An OT is able to apply for permanent positions once a satisfactory evaluation has been attained.

### Occasional Teacher Evaluation Template:

An OT Evaluation Template (Appendix A) is completed by the principal as a means to document the outcome of the evaluation. It may also be used by OTs to reflect on the feedback they receive and identify opportunities for growth. The principal may provide comments on the overall rating of the OT in the section provided on the OT Evaluation Template. The OT may provide comments on the evaluation in the section provided on the OT Evaluation Template.

### Recommendations for Professional Growth (Appendix A) / Improvement Plan (Appendix B):

The principal makes recommendations to the OT on areas for professional growth. These recommendations may be used by the OT to reflect on his or her progress and to develop goals for growth. An improvement plan (Appendix B) is required if the OT receives an unsatisfactory evaluation.

### DOCUMENTATION REQUIREMENTS:

#### Responsibilities of the Board:

- Retain a copy of the completed OT Evaluation in its records, per its document retention process.

#### Responsibilities of the Principal:

- Provide a copy of the completed OT Evaluation Template to the OT prior to the expiration of the OT's contract with the board.
- Provide a copy of the completed OT Evaluation Template to the board for retention in the board's records.

#### Responsibilities of Occasional Teacher:

- Notify the principal if they require an evaluation in a 4-month or longer LTO contract.
- Notify the principal if they require a subsequent second evaluation based on a previous unsatisfactory evaluation in a 2-month or longer contract.
- Sign the OT Evaluation template to indicate receipt of the document.