



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

APPENDIX A Occasional Teacher Evaluation Template

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

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

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

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)