

New Teacher Performance Appraisal

Being Appraised? Here is a checklist to help you with the process.

Contact Your OECTA Unit Office If You Need Help

NOTIFICATION

Date of First Observation _____

- The principal will notify you regarding the date of your first new teacher performance appraisal observation at which time you should establish a date for a pre-observation meeting.

PREPARING FOR YOUR PRE-OBSERVATION MEETING

Date Scheduled for Pre-observation Meeting _____

- Read over the 'New Teacher Induction Program: Manual for Performance Appraisal of New Teachers' supplied by the school and/or download it at www.edu.gov.on.ca
- Know your rights under the law, the regulations, and your collective agreement.

THE PRE-OBSERVATION MEETING

Date of the Pre-observation Meeting _____

- Ensure that you have been given sufficient time to prepare for the pre-observation meeting, and have received a copy of the Pre-observation Meeting Form, if such a form is used by your board.
- The person performing the appraisal must be the principal (assigned to your school), vice-principal or a Superintendent (not a department head or colleague).
- This meeting is to discuss the 8 competencies to be assessed during the classroom observation, as set out in the 'New Teacher Induction Program: Manual for Performance Appraisal of New Teachers', page 28.
- Additionally, review the 'look-fors' for each competency so that both you and the appraiser have the same understanding of the meaning of each. See the 'New Teacher Induction Program: Manual for Performance Appraisal of New Teachers', pages 81-89 for the list of 'look-fors'
- Discuss with the appraiser your lesson plan for the classroom observation, the expectations you have for the students during the lesson, the unique qualities of the class and other information that will give insights about your class, the lesson, class or grade you would like the appraiser to observe.
- Set a firm date for a classroom observation so that you can prepare fully.
- Take notes during the meeting or obtain a copy of the 'Pre-Observation Meeting Form', if such a form is used by your board.

THE CLASSROOM OBSERVATION

Date Scheduled for the Observation _____

Date Observation Occurred _____

- Only the 8 competencies, as stated on page 28 of the 'New Teacher Induction Program: Manual for Performance Appraisal of New Teachers', are to be used in the appraisal.
- The performance appraisal should only focus on what can be observed during the lesson and what was agreed upon during the pre-observation meeting.

THE POST-OBSERVATION MEETING

Date of Post-Observation Meeting _____

- Register any objections with the process
- Was the appraisal fair and based on objective criteria from the classroom visit?
- Was the performance appraisal process you took part in consistent with the 'New Teacher Induction Program: Manual for Performance Appraisal of New Teachers'?
- Insist on seeing all parental and student input that is referenced in your performance appraisal and respond if necessary.
- Clarify the appraiser's observations, recommended growth strategies and the appraiser's summary comments.

THE SUMMATIVE REPORT FORM FOR NEW TEACHERS

Date Summative Report Was Received _____

- Was the Summative Report Form for New Teachers, page 67-70 of the 'New Teacher Induction Program: Manual for Performance Appraisal of New Teachers', provided to you within twenty (20) school days after the classroom visit? Was the Summative Report Form for New Teachers signed by the appraiser and was a rating indicated?
- You should add your comments on the Summative Report Form in the section 'Teacher's Comments on Progress to Date', page 70 of the 'New Teacher Induction Program: Manual for Performance Appraisal of New Teachers'.
- You must sign the Summative Report Form which indicates you have received it. Ensure that you keep your copy of the Summative Report Form for New Teachers in a safe and secure place so that it is accessible if required in the future.

IF YOU RECEIVE AN OVERALL SUMMATIVE RATING OF DEVELOPMENT NEEDED, UNSATISFACTORY OR IF YOU ARE PLACED ON REVIEW, YOU MUST:

- Ensure that you understand clearly the rationale for the rating, the growth strategies being recommended, receive a copy of the "Enrichment Plan" (page 75 of the 'New Teacher Induction Program: Manual for Performance Appraisal of New Teachers'), where applicable receive a copy of the "Improvement Plan" (page 78 of the 'New Teacher Induction Program: Manual for Performance Appraisal of New Teachers').
- Call your local OECTA Unit Office to obtain direction because you could be in jeopardy.**

IMPORTANT REFERENCES

from

New Teacher Induction Program: Manual for Performance Appraisal of New Teachers (September 2006)

- Roles and Responsibilities page 15
- Domains and Competencies page 28
- Scheduling Requirements page 29
- Performance Ratings page 47
- Summative Report Form page 67
- The Rubrics page 73
- Enrichment Plan page 75
- Improvement Plan page 78
- Outcomes page 92