



ADMINISTRATIVE PROCEDURES

PERFORMANCE APPRAISAL OF NEW AND EXPERIENCED TEACHERS **(Policy Statement: Performance Appraisal of New and Experienced Teachers)**

Purpose

All students within the Algonquin and Lakeshore Catholic District School Board are entitled to receive the benefit of an educational system staffed by competent and effective teachers. All teachers within the Board should be provided with a fair, effective and consistent teacher evaluation process.

The Algonquin and Lakeshore Catholic District School Board recognizes its obligation, as per Ontario Regulations 98/02 and 99/02 as amended, the Teacher Performance Appraisal Technical Requirements Manual (2010) and the Ontario College of Teachers Standards of Practice for the Teaching Profession.

To this end, the Board has developed these administrative procedures in accordance with the legislation and regulations of the Ontario Government to meet the mandatory requirements of performance appraisal for teachers.

References

The Education Act and Regulations (O. Reg.98/02, O. Reg.99/02, O. Reg.266/02)
Ontario College of Teachers Act, 1996
Teacher Performance Appraisal – Technical Requirements Manual (2010)
Inductions Elements Manual for the New Teacher Induction Program (2010)

Procedures

1. Principals, vice principals, teachers and supervisory officers all play key roles in the performance appraisal process. Performance appraisals of teachers shall be the responsibility of the principal, vice principal, or as required superintendents of schools. Supervisory officers will coordinate the appraisal responsibilities associated with the teachers who are:
 - i. Assigned to more than one school;
 - ii. Not assigned to duties in a school;
 - iii. Assigned to duties in a school as well as other duties; or
 - iv. Move from one school to another.

2. Annually, by October 15, each experienced teacher will prepare an Annual Learning Plan in

consultation with their Principal and according to the Ministry document “Teacher Performance Appraisal – Technical Requirements Manual (2010)”. The Principal will collect and retain signed Annual Learning Plans.

3. The process for conducting the Teacher Performance Appraisal shall be in accordance with the current legislation as contained in the Education Act (Part X.2 “Teacher Performance Appraisal”), and Ontario Regulations (O.Reg 98/02, O.Reg 99/02, and O.Reg 266/06) including the “Teacher Performance Appraisal -Technical Requirements Manual (2010), as well as the Induction Elements of the New Teacher Induction Program (2010).
4. Additional appraisals of a teacher may be conducted during the five-year cycle should the Principal/Vice-Principal deem it necessary. A teacher may request additional performance appraisal(s) during the five-year cycle.
5. Where a teacher is assigned to more than one school, s/he will be appraised by the principals/vice-principal of the school where the teacher teaches the greater period of time. If the teacher is equally divided between schools, the principals/vice-principals involved will determine who will conduct the performance appraisal through consultation. The principals/vice-principals may consult with each other during the process.
6. Where a teacher has more than one assignment in one school, the principal/vice-principal and teacher will determine a mutually agreed upon setting in which to conduct the performance appraisal.
7. The timing between appraisals will be in accordance with the provisions of the Education Act.
8. Upon completion of the evaluation process, the principal/vice-principal will forward the signed original Teacher’s Annual Learning Plan and the Summative Report to the office of the Supervisory Officer. The Supervisory Officer will review the documents, sign them and forward them to the Human Resources Department for filing in the teacher’s confidential personnel file.
9. Where a teacher has received two unsatisfactory ratings, the Supervisory Officer and/or the Director of Education may become actively involved in the process through, but not limited to, ongoing discussions or meetings with the teacher and the principal/vice-principal.
10. Teachers will have the opportunity to have performance appraisals conducted on all of the performance levels available in the rubric provided in the documents “Teacher Performance Appraisal” “and the Institute for Catholic Education, “Teacher Performance Appraisal – A Resource Document.”

Appendices

Forms

Approved: October 9, 2018