

# Northeastern Catholic District School Board

# PERFORMANCE APPRAISALS Experienced Teachers

Administrative Procedure Number: APP007

xi) Ensure that all experienced teachers complete an ALP as required;			

# 7.3 Pre-Observation Meeting

- i) Promotes professional dialogue between the principal and the teacher. A checklist will be used to guide the discussion (Appendix A for Elementary Checklist and Appendix B for Secondary Checklist).
- ii) This meeting is a requirement for the principal to meet with the teacher in preparation for the classroom observations.
- iii) Teachers are expected to come prepared to this meeting with materials and information to support the performance appraisal process.

#### 7.4 Classroom Observation

- i) The opportunity for the principal to assess the teacher's skills, knowledge and attitudes in accordance with the respective domains and competencies.
- ii) Elementary Panel observation of at least two language blocks and two math blocks over a two-day period. For itinerant teachers in the Elementary panel and all Secondary teachers, observation of at least 2 different classes over a two-day period.

iii)

iv)	The summative report must be provided to the teacher within 20 school days of the

- 8.12 A third appraisal is then scheduled within 120 school days from the time the teacher is notified of review status.
- 8.13 It is understood that the principal will consult with the appropriate supervisory officer regularly, regarding all steps and actions taken during a period of unsatisfactory teacher performance.

# 9.0 REVIEW STATUS

- 9.1 Teachers are placed on review status when they received two consecutive *Unsatisfactory* performance appraisal ratings.
- 9.2 When a teacher is placed on review, the principal must monitor the teacher's performance, consult regularly with the supervisory officer regarding the teacher's performance, identify steps that can be taken to improve performance, and give the teacher feedback and recommendations to implement. Tc 0.249 Tw 0 -Tc 0.249 9.4 lard 8.13

#### 11.0 DOCUMENTATION REQUIREMENTS

## 11.1 Record Keeping

Every board must retain the documents used in the teacher performance appraisal process for at least six years from the date of each summative report related to each appraisal.

# 11.2 Exchange of Information Among Schools and Board

- 11.2.1 A board that is considering employing an experienced teacher shall contact the last board, if any, that employed this teacher to request the following documents:
  - Copies of performance appraisal documents in the board's possession that relate to the teacher's last two performance appraisals conducted by that board, if either of those two appraisals resulted in and Unsatisfactory rating;
  - ii) Copies of all documents relied on in conducting the last two performance appraisals, if either of those two appraisals resulted in an Unsatisfactory rating;
  - iii) Copies of any documents related to the termination of the teacher's employment or to a recommendation for termination;
  - iv) Copies of any documents related to the teacher's resignation while on review status.
- 11.2.2 The Manager of Human Resources or designate shall be responsible to retrieve the documentation noted above at the time of hire.
- 11.2.3 The Superintendent of Education and/or Manager of Human Resources will be consulted by the principal when such information is being shared. It is expected that a thorough review be completed first, before any such information is sent.

#### 11.3 Filing

- i) The principal will forward a copy of each signed summative report to the Office of the Superintendents of Education for signature.
- ii) The Education Program Officer will update files accordingly and ensure the schedule is maintained for the five-year TPA cycle.
- iii) The signed summative report will be place in the personnel file of the teacher, within the Human Resources Department of the board.

### 12.0 RELATED FORMS AND DOCUMENTS

In accordance with the Teacher Performance Appraisal: Technical Requirements Manual (2010)

Director of Education: Tricia Stefanic Weltz

Date: March 2021