



## **ADMINISTRATIVE PROCEDURES MEMORANDUM**

### **APS003**

#### **Teacher Performance Appraisal for Experienced Teacher**

**DATE OF ISSUE:** September 3, 2002  
*Revised:* November 19, 2002, December 1, 2004, March 2005, September 1, 2006, August 2008

**MEMO TO:** Principals; Vice-Principal; Planning and Priorities; Teaching Staff

**FROM:** Director of Education

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#### **PURPOSE**

The Waterloo Catholic District School Board believes the primary aim of a staff appraisal process is to ensure the professional growth of each of its teachers through recognition of professional achievement and positive contributions to the system. To assist experienced teachers in the successful achievement of their goals the Board is committed to the use of the Performance Appraisal of Experienced Teachers (2007) issued by the Ministry of Education

Evaluation within the Board is based on the following assumptions:

- Educators within the system are competent.
- Educators want to increase their professional effectiveness.
- Educators wish to be involved in a co-operative evaluation process as part of a professional learning community.

The performance appraisal system for an experienced teacher applies to members of teachers' bargaining units as defined in Part X.1 of the *Education Act* and temporary teachers. It is not applicable to teachers new to the profession as of 2006, occasional teachers, continuing education teachers, supervisory officers, principals, vice-principals, or instructors in teacher-training institutions.

#### **REFERENCES**

- *Sharing Our Journey*
- *Education Act and Regulations*
- *Ontario College of Teachers Act, 1996*
- Performance Appraisal of Experienced Teachers – Technical Requirements Manual (2007)
- New Teacher Induction Program: Manual for Performance Appraisals of New Teachers (2006)

## **BACKGROUND**

1. The teacher performance appraisal process, introduced under the *Quality in the Classroom Act*, has been in effect since September 1, 2002, and was revised for new teachers in 2006. The Teacher Performance Appraisal of Experienced teachers was revised in 2007.
2. The Waterloo Catholic District School Board will comply with the Legislation, Board AP Memo APS 003, and procedures set out in the Performance Appraisal of Experienced Teachers Manual (2007).

## **COMMENTS AND GUIDELINES**

### **1. Teacher Performance Appraisal**

- The principal will establish a performance appraisal schedule on a yearly basis based on the information that will be forwarded by Human Resource Services.
- All teachers with the exception of new teachers will prepare an Annual Learning Plan (ALP) in consultation with the principal and according to the Ministry of Education document "Performance Appraisal of Experienced Teachers" 2007. The ALP must be based on the teacher's own professional growth. The teacher and principal must sign the ALP for the year (in ink) and each retain a copy.
- At the elementary level, the classroom observation(s) should not extended beyond the equivalent of a half day.
- At the secondary level, the classroom observation(s) should be the minimum of one period.
- Additional performance appraisals of the teacher may be conducted during the five-year cycle should the principal deem it necessary. A teacher may request additional performance appraisal(s) during the five-year cycle.

### **2. French as a Second Language and Planning Time Teachers**

- Where a FSL or PLT teacher is assigned to more than one school, s/he will be appraised by the principal of the school where the FSL/PLT teacher teaches the greater period of time. If the FSL/PLT teacher is equally divided between schools, the principals involved will determine who will conduct the performance appraisal through consultation.

### **3. English as a Second Language Teachers, Literacy Teachers and Program Consultants**

- The Principal of Instruction and Assessment will appraise of ESL teachers, itinerant language literacy teachers and consultants.

### **4. System Level Itinerant Teachers and Special Education Resource Teachers**

- The Superintendent of School Support Services or designate will appraise system level Itinerant teachers, (CAIP, YAP, Hope Harbour) and special education resource teachers.

## 5. Timeline Chart

- The attached timeline chart will be followed for the school year (Appendix A).
- Principals/vice-principals are requested to meet with teachers **as soon as possible** after all classroom observation for debriefing purposes.

## 6. Teacher Termination

- Pending the board's decision on whether to terminate a teacher's employment, the Director of Education will suspend the teacher with pay or reassign the teacher to duties that are, in the view of the Director of Education, appropriate in the circumstances and may involve a report to the Ontario College of Teachers.
- The Director of Education or his/her designate will file a complaint with the Ontario College of Teachers when a decision is made to terminate a teacher's employment or when a teacher resigns from the board when he or she is on review status.

## 7. Software Supports

The expectation is that all administrators will use only mVal software with respect to appraisal for experienced teachers.

## Records Management

### 1. Identifying Teachers for Performance Appraisal

Human Resource Services Lists to Elementary & Secondary School Supervisory Officer's

- 1) Human Resource Services will provide a listing to the school principals, copied to the applicable school supervisory officer, of all teachers identified to receive a Teacher Performance Appraisal.

Teachers will be identified based on the following criteria;

- All new teachers with prior contractual teaching experience to our board
  - Teachers identified for appraisal the year prior and not yet completed or deferred
  - All teachers identified on the five year appraisal cycle.
- 2) This listing will be provided by the end of the third week in September to ensure that all teachers are placed at the appropriate location and that all new hires have taken place and are processed in the HRIS Database.
  - 3) The completed listing should be verified by the school administrator and then forwarded to Human Resource Services, and copied to the appropriate school supervisory officer, to ensure that the appropriate follow-up dates are entered into the HRIS Database for future appraisal identification.
  - 4) Human Resource Services will provide a final listing to the school principals, copied to the appropriate school supervisory officer, of teachers that have been identified for Teacher Performance Appraisal.

- 5) All changes/additions/deletions to the TPA listing must be communicated to the Human Resource Services to ensure accuracy of the HRIS database for future appraisal identification purposes.

### **Reconciliation Process**

- (a) Any changes/additions/deletions that occur subsequent to the initial identification listing must be sent by email to the applicable school supervisory officer and Human Resource Services.
- (b) A final reconciliation will occur by July 31.

## **2. Summative Reports, Annual Learning Plans**

- **Teacher Performance Appraisals completed in elementary schools** must be forwarded to Human Resource Services within 10 days of reviewing the report with the teacher. The Summative Report and ALP are to be filed in Human Resource Services no later than May 15. Human Resource Services will enter the information into the TPA database and file the reports. TPA files (ALP and summative report) from the current school year will then be forwarded to the school supervisory officer for their review by June 15<sup>th</sup>. Human Resource Services will send a summary of items received to all school supervisory officers by June 15<sup>th</sup>.
- **Teacher Performance Appraisals completed in the first term in Secondary Schools** must be forwarded to Human Resource Services within 10 days of reviewing the report with the teacher. The Summative Report and ALP are to be filed in Human Resource Services no later than January 15<sup>th</sup>. Human Resources Services will enter the information into the TPA database and file the reports. TPA files (ALP and summative report) from the current school year will then be forwarded to the school supervisory officer for their review by January 30<sup>th</sup>. Human Resource Services will send a summary of items received to all school supervisory officers by January 30<sup>th</sup>.
- **Teacher Performance Appraisals completed in the second term in Secondary Schools** must be forwarded to Human Resource Services within 10 days of reviewing the report with the teacher. The Summative Report and ALP are to be filed in Human Resource Services no later than June 15<sup>th</sup>. Human Resource Services will enter the information into the TPA database and file the reports. TPA files (ALP and summative report) from the current school year will then be forwarded to the school supervisory officer for their review by June 30<sup>th</sup>. Human Resource Services will send a summary of items received to all school supervisory officers by June 30<sup>th</sup>.

## **3. General Information**

- The teacher and the principal must sign all documents (ALP and Summative Report Form for Experienced Teachers) or they will be returned. Any forms completed in pencil will also be returned.
- Principals must use the Ministry of Education documents in their entirety. Pages should not be removed even if they are only instructional in nature. These forms are to be completed using the mVal package (TPA software) that is available online after obtaining an account/password from Information Services. This package includes the form for the ALP, which must be completed by computer or pen.

- A complete TPA file for a teacher consists of one ALP and one Summative Report Form for Experienced Teachers.
- There are to be no other additions to the TPA except for a potential teacher response that must be limited to one page. For example, attachments such as class plans will be returned to the Principal.
- Human Resource Services will maintain TPA records for a minimum of six years.

#### **4. Viewing the Teacher Performance Appraisal**

- The employee, a principal or a school supervisory officer can view teachers TPA's. A Human Resource Services Officer must attend if a principal or a teacher wishes to view his/her TPA file. These files can only be withdrawn from the Human Resource Services Department by a school supervisory officer (or their designate).
- Human Resource Services will require 24 hours notice to view a TPA file.

#### **REVIEW PROCESS**

This AP memo will be reviewed every three years.

**TEACHER PERFORMANCE APPRAISAL SCHEDULE - ELEMENTARY**

<b>Item</b>	<b>Timeline</b>	<b>Notes</b>	<b>Reference Page in technical requirements manual</b>
<b>Annual Learning Plan</b>	<b>September</b>	Each experienced teacher will develop an ALP in consultation with their principal	27
	<b>October 15</b>	Principal will collect signed annual learning plans	15
<b>Performance Appraisal</b>	<b>September</b>	Notify all respective teachers of evaluation year within 20 school days of school opening (preferably in writing). Provide forms to all teachers. Forward list of teachers on appraisal to supervisory officer.	14
	<b>October – April</b>	Pre-observation meeting Classroom observation Post-observation meeting: <ul style="list-style-type: none"> <li>• As soon as possible after classroom observation</li> <li>• Must be less than 20 school days after observation</li> </ul> Summative Report produced from classroom observation	29
	<b>*ASAP</b>	*Notify school teacher and supervisory officer within 15 school days of unsatisfactory rating.  Within 15 days of determining an Unsatisfactory rating, seek input from the teacher to develop an Improvement Plan.	36
<b>Reports due to the board</b>	<b>May 15</b>	Summative Report Form to be sent to the board office within 10 days of reviewing with teacher. Annual Learning Plan for all teachers on TPA forwarded to the board.	32

**TEACHER PERFORMANCE APPRAISAL SCHEDULE – SECONDARY**

<b>Item</b>	<b>Timeline</b>	<b>Notes</b>	<b>Reference Page in technical requirements manual</b>
<b>Annual Learning Plan</b>	<b>September</b>	Each experienced teacher will develop an ALP in consultation with their principal	27
	<b>October 15</b>	Principal will collect signed annual learning plans	15
<b>Performance Appraisal</b>	<b>September/January</b>	Notify all respective teachers of evaluation year within 20 school days of school opening (preferably in writing). Provide forms to all teachers. Forward list of teachers on appraisal to supervisory officer.	14
	<b>October – January/ February – June</b>	Pre-observation meeting Classroom observation Post-observation meeting: <ul style="list-style-type: none"> <li>As soon as possible after classroom observation</li> <li>Must be less than 20 school days after observation</li> </ul> Summative Report produced from classroom observation	29
	<b>*ASAP</b>	*Notify school teacher and supervisory officer within 15 school days of unsatisfactory rating.  Within 15 days of determining an Unsatisfactory rating, seek input from the teacher to develop an Improvement Plan.	36
<b>Reports due to the board</b>	<b>January 15</b>  <b>June 15</b>	Summative Report Form to be sent to the board office within 10 days of reviewing with teacher.  Annual Learning Plan for all teachers on TPA forwarded to the board.	32