



Administrative Procedures Memorandum

#: APS045

New Teacher Performance Appraisal Process and Induction Program (NTIP)

DATE OF ISSUE: June 29, 2015
Revised: N/A

MEMO TO: Administrators; Teaching Staff

FROM: Director of Education

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. To assist new teachers in the successful achievement of their goals the Board is committed to the use of the Teacher Performance Appraisal: Technical Requirements Manual (2010) issued by the Ministry of Education.

Evaluation of New Teachers within the Board is based on the following criteria:

- Teachers demonstrate commitment to the well-being and development of all pupils;
- Teachers are dedicated in their efforts to teach and support pupils' learning and achievement;
- Teachers treat all pupils equitably and with respect;
- Teachers provide an environment for learning that encourages pupils to be problem solvers, decision makers, lifelong learners, and contributing members of a changing society;
- Teachers know their subject matter, the Ontario Curriculum, and education-related legislation;
- Teachers use their professional knowledge and understanding of pupils, curriculum, legislation, teaching practices, and classroom management strategies to promote the learning and achievement of their pupils;
- Teachers communicate effectively with pupils, parents, and colleagues;
- Teachers conduct ongoing assessment of pupils' progress, evaluate their achievement, and report results to pupils and their parents regularly.

The performance appraisal and induction of new teachers, as defined by the legislation, shall be conducted in accordance with the Education Act, Regulations, and the Ministry of Education's Teacher Performance Appraisal: Technical Requirements Manual (2010), and the Induction Elements Manual, 2010, related Board Administrative Policies, and the OECTA Collective Agreements with the secondary and elementary teachers, as may be amended from time to time.

Eligible to participate in the New Teacher Induction Program (NTIP) are teachers entering into their first permanent-probationary assignment and Long-Term Occasional teachers (LTO) entering into the first

LTO assignment of 97 days or more. The TPA process for the purpose of NTIP only applies to permanent-probationary teachers.

REFERENCES

- Teacher Performance Appraisal: Technical Requirement Manual (2010)
- Induction elements Manual (2010)
- OECTA Collective Agreements, Article 4.05, (Letter of Understanding, OECTA Secondary Collective Agreement re: Mentorship, Page 47-48)
- Education Act and Regulations (section 268 and 270)

FORMS

- n/a

APPENDICES

- n/a

BACKGROUND

1. The Student Performance Act, was passed on June 6, 2006 which legislates that as of the beginning of the 2006-07 school year, all publicly funded school boards offer the NTIP to their new teachers and that all teachers new to Ontario's publicly funded schools participate in the program.
2. Teachers in their first permanent-probationary assignment are required to complete two *satisfactory* performance appraisals within the first 12 months after they begin teaching. Teachers in their first Long-Term Occasional (LTO) assignment of 97 days or more are required to participate in the NTIP program elements, but are not required to complete performance appraisals for the purpose of NTIP.
3. The Waterloo Catholic District School Board will comply with the Legislation, Board AP Memo APS045, the OECTA Collective Agreements, and procedures set out in the Teacher Performance Appraisal: Technical Requirements Manual (2010).

COMMENTS AND GUIDELINES

1. New Teacher Performance Appraisal

- The administrator will establish a performance appraisal schedule based on the entry point of the new teacher, and the information that will be forwarded by Human Resource Services.
- All new teachers participating in the NTIP (permanent-probationary and LTO) will prepare an Individual NTIP Strategy Form (which is in lieu of an ALP) in collaboration with their mentor.
- At the elementary level, the classroom observation(s) should not extend beyond the equivalent of a half-day.
- At the secondary level, the classroom observation(s) should be the minimum of one period.



In the event of a "Development Needed" or "Unsatisfactory" appraisal, the administrator is required to inform the school superintendent throughout the process. The administrator is also required to notify Human Resource Services within one (1) business day of notifying the new

teacher. Human Resource Services will then notify the President of OECTA Waterloo within five (5) business days.

2. Timeline Chart

- The attached timeline chart will be followed for the school year.
- Administrators are requested to meet with teachers as soon as possible after all classroom observation for debriefing purposes.

3. 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.

4. Software Supports

- The expectation is that all administrators will use only MVal software with respect to appraisals for new 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 administrator, copied to the applicable school supervisory officer, of all teachers identified to receive the New Teacher Performance Appraisals.

Teachers will be identified based on the following criteria:

- All new teachers hired into their first permanent-probationary teaching assignment.
 - All new teachers with prior contractual teaching experience to our board.
 - Those teachers returning from a leave where their appraisal was previously deferred.
- 2) The list of teachers identified for appraisal 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) All changes/additions/deletions to the TPA listing must be communicated to Human Resource Services to ensure accuracy of the HRIS database for future appraisal identification purposes.

2. Summative Reports, Individual NTIP Strategy Form

- New Teacher Performance Appraisals completed in elementary schools must be forwarded to Human Resource Services with 10 days of reviewing the report with the teacher. The Summative Report and Individual NTIP Strategy Form are to be filed in Human Resource Services no later than May 15th. Human Resource Services will enter the information into the HRIS database and then LASERFICHE the reports. NTIP files (Individual NTIP Strategy Form and Summative Report) from the current school year will then be forwarded to the school supervisory officer for their review by June 15th.
- New 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 Individual NTIP Strategy Form are to be filed in Human Resource Services no later than January 15th. Human Resource Services will enter the information into the HRIS database and then LASERFICHE the reports. The Individual NTIP Strategy Forms and Summative Reports from the current school year will then be forwarded to the school supervisory officer for their review by June 30th.
- New 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 Individual NTIP Strategy Form are to be filed in Human Resource Services no later than June 15th. Human Resource Services will enter the information into the HRIS database and then LASERFICHE the reports. The Individual NTIP Strategy Forms and Summative Reports from the current school year will then be forwarded to the school supervisory officer for their review by June 30th.

3. General Information

- The new teacher and administrator must sign and date all original documents (Individual NTIP Strategy Form and Summative Report) and submit to Human Resource Services. Any forms missing and/or completed in pencil will 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 Individual NTIP Strategy Form, which must be completed by computer or pen.
- A complete TPA file for a new teacher consists of the Individual NTIP Strategy Form and Two Appendix A Summative Report Forms.
- 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 administrator.
- Human Resource Services will maintain TPA records for a minimum of six years.

4. Viewing the New Teacher Performance Appraisals

- The employee, administrator, or a school supervisory officer can view teachers TPAs. A Human Resource Services Officer must attend if an administrator 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 a minimum of 24 hours' notice to view a TPA file.

MANDATORY OECTA REPORTING

Mentor Selection Process

- The new teacher may choose a mentor from the roster of mentors who have volunteered and have been in-serviced by the board as to the role and expectations of a mentor (Letter of Understanding re: Mentorship, OECTA Collective Agreement).
 - Communication via email, will be sent by NTIP Facilitator in June and September of each school year advertising the request for mentors for the NTIP.
 - A mentor roster including the teacher's name, teaching assignment and location will be posted at all schools.



By October 15 of each school year, the board shall disclose to OECTA the names of all new teachers, as defined by the Education Act, and the names of their respective mentors. (Letter of Understanding re: Mentorship, OECTA Collective Agreement). Principals are required to provide this information to the NTIP Facilitator by the last week of September.

New Teacher Performance Appraisal Guidelines

- Upon receipt of the Summative Report Form of a Performance Appraisal for new teachers, the new teacher may add comments to it and shall sign it (*with the express understanding that such signature is only an acknowledgement of having received a copy thereof*) and return it to the Principal for placement in the teacher's personnel file at the board office. It is understood that the timelines related to the performance appraisal for new teachers and the new teacher induction program contained in the applicable legislation will be adhered to.
- The mentoring relationship between the mentor and the mentee, shall terminate in the event that the New Teacher receives a "development needed" or an "unsatisfactory" rating on the Summative Report Form for New Teachers

General Information

- It is understood that a New Teacher will track their induction process on the New Teacher Induction Strategy Form and upon completion; the form shall be signed by the administrator and forwarded to Human Resource Services. Human Resource Services will inform the Ontario College of Teachers to grant the notation once all documents have been received. It is further understood that the elements of the New Teacher Induction Program shall be embedded in the instructional day.
 - The new teacher is responsible for ensuring the Individual NTIP Strategy form is completed appropriately and forwarded to his/her administrator by the third Monday in June.
 - The administrator shall ensure the NTIP Strategy form has all required signatures and dates before forwarding to Human Resource Services.

REVIEW PROCESS

This AP memo will be reviewed every three years.

New Teacher Performance Appraisal Timelines

Timelines in the chart below shall be used at any entry point throughout the school year into the New Teacher Induction Program. Please direct all inquiries to the NTIP Facilitator.

Timeline	Notes
Mid-September	Meet with principal to review Individual NTIP Strategy Form, school level orientation, program elements and requirements.
September 30	<p>*Mentor/Mentee teams are due to be submitted to NTIP Facilitator by the last week of September.</p> <p>An email from the principal indicating who the mentor is, or an email from the teacher copying the principal on the email shall be sent to the NTIP Facilitator by the last week of September.</p> <p>If searching for a mentor, please refer to the mentor roster list posted in the staffroom each September.</p>
October	It is suggested that all NTIP participants meet with their mentor to identify professional development goals and strategies for the Individual NTIP Strategy Form in October.
November - February	<p><u>First TPA Suggested Timeline</u></p> <p>A date for the first TPA shall be planned with principal; a pre-observation meeting shall take place shortly before the TPA and a post-observation meeting shall take place shortly after the TPA.</p> <p>**Both the teacher and the principal shall sign the Summative Report and the principal will submit all applicable Summative Report paperwork to the Board.</p>
February - May	<p><u>Second TPA Suggested Timeline</u></p> <p>A date for the second TPA shall be planned with principal; a pre-observation meeting shall take place shortly before the TPA and a post-observation meeting shall take place shortly after the TPA.</p> <p>**Both the teacher and the principal shall sign the Summative Report and the principal will submit all applicable Summative Report paperwork to the Board.</p>

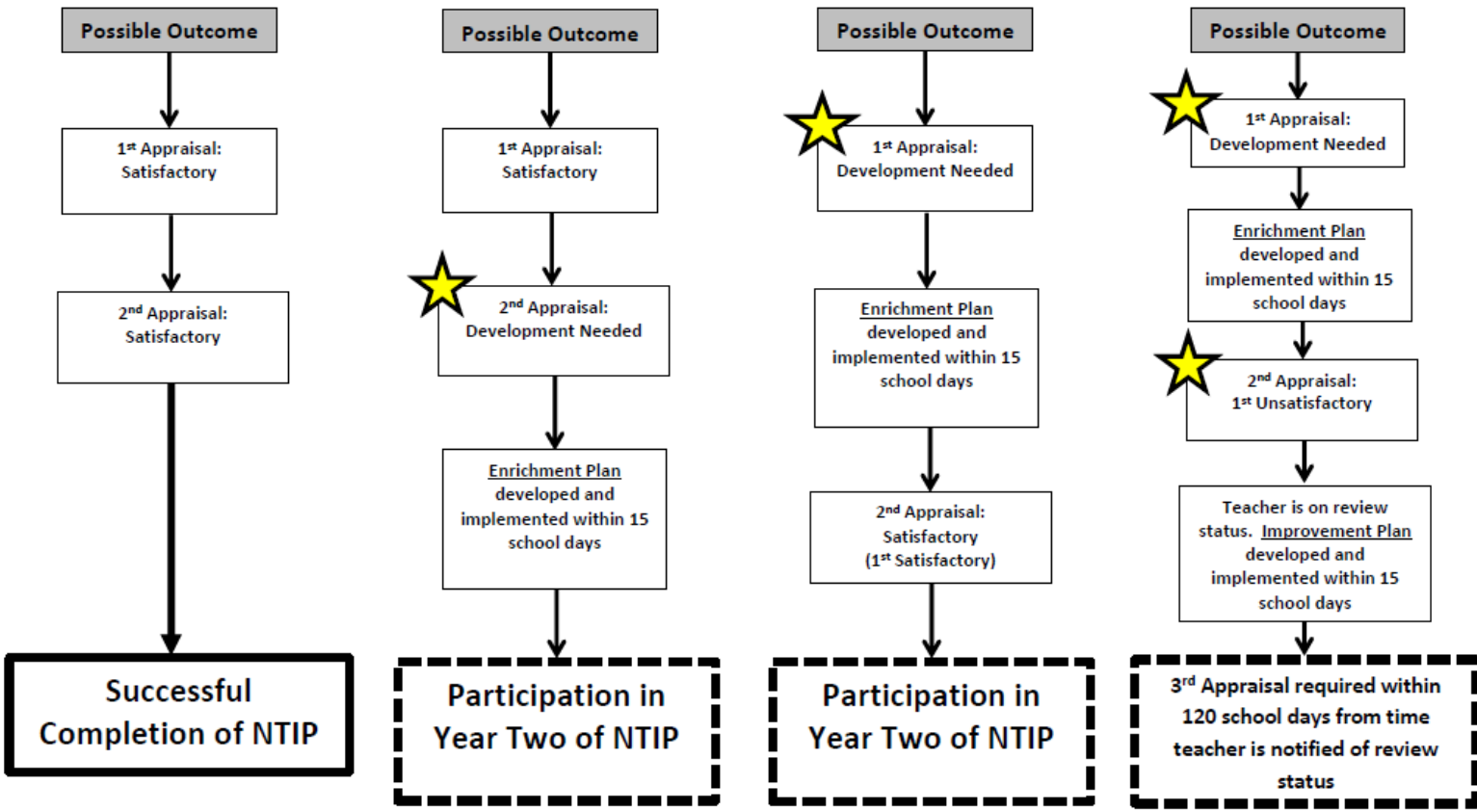
Year One

Possible Appraisal Outcomes

Appraisal Process

- Pre-observation meeting
- Classroom observation
- Post observation meeting as soon as possible following observation
- Completed summative report, including assignment of overall rating, within 20 school days of classroom observation

★ Administrator is to keep the school Superintendent informed if he/she thinks the appraisal is moving towards a “Development Needed” or “Unsatisfactory” appraisal.
Human Resource Services is to be notified within one (1) school day of either rating.





Year Two

Possible Appraisal Outcomes

Appraisal Process

3rd Appraisal: Within 120 school days from start of second 12-month period after the teacher begins teaching, or if the teacher is on review status.
 Within 120 school days starting with the day the teacher is notified of this fact (repeat appraisal process)
 Enrichment Plan or Improvement Plan continued into Year Two of NTIP

4th Appraisal: Within 120 school days from 3rd appraisal but no later than 24 months after the teacher begins teaching (repeat appraisal process)

**★ Administrator is to keep the school Superintendent informed if he/she thinks the appraisal is moving towards a “Development Needed” or “Unsatisfactory” appraisal.
 Human Resource Services is to be notified within one (1) school day of either rating.**

