

OECTA'S NTIP TEACHER PERFORMANCE APPRAISAL CHECKLIST



NOTIFICATION

Date of First Observation

- The principal will notify you of the date of your first new teacher performance appraisal observation. At the same time set the date for your pre-observation meeting.

PREPARING FOR YOUR PRE-OBSERVATION MEETING

Date Scheduled for Pre-observation Meeting

- Review the New Teacher Induction Program: Manual for Performance Appraisal of New Teachers supplied by the school and/or download it from 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, pg. 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 your lesson plan for the classroom observation with the appraiser, your expectations for the students during your lesson, the unique qualities of the class and other information that gives insights into your class, the lesson, class or grade that you want 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

- Eight competencies only are to be used in the appraisal, as stated on page 28 of the New Teacher Induction Program: Manual for Performance Appraisal of New Teachers.
- The performance appraisal should focus only 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 your appraisal fair and based on objective criteria from the classroom visit?
- Was your performance appraisal process 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 _____

- Did you receive the Summative Report Form for New Teachers, page 67-70 of the New Teacher Induction Program: Manual for Performance Appraisal of New Teachers, within 20 school days after the classroom visit? Was the Summative Report Form for New Teachers signed by the appraiser and was a rating indicated?
- 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.
- Sign the Summative Report Form indicating that 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), and where applicable, you should receive a copy of the Improvement Plan (page 78 of the New Teacher Induction Program: Manual for Performance Appraisal of New Teachers).
- Contact your local OECTA unit office immediately for advice because you may be in jeopardy.

REFERENCES

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

Please contact your unit office for help and advice.

Contact information can be found at

www.oecta.on.ca/units/unitsindex.htm

Comments/Notes:
