PROCEDURE HR-020

TEACHER PERFORMANCE APPRAISAL	
Superintendent Responsible: Superintendent of Human Resources	**Initial Effective Date:** 2017/01/30
Last Updated: 2023/12/20	**Next Review Date:** 2027/12/20

Purpose:
To outline the teacher performance appraisal process for Grand Erie District School Board (Grand Erie).

Guiding Principles:
Grand Erie is committed to providing an environment where employees are supported in achieving the performances expectations of their position in order to contribute to the achievement, and well-being of students.

1.0 Experienced Teachers

1.1. Annual Learning Plans

1.1.1. Grand Erie will ensure that every teacher employed by Grand Erie has an Annual Learning Plan (ALP) that addresses the teacher's own professional growth.

1.1.2. The teacher must prepare an ALP every year in consultation with their Administrator(s) and submit it by October 15th.

1.1.3. All ALPs must include the teacher's professional growth objectives as well as their proposed action plan and timelines for achieving those objectives.

1.1.4. In the teacher's evaluation year, the teacher and Administrator(s) must review and update the teacher's current ALP in a meeting as part of the performance appraisal process. The pre-observation and post-observation meetings provide opportunities for this review to take place.

1.2. Teacher Performance Appraisals

1.2.1. Teacher performance appraisals are to be conducted using the timelines and procedures as outlined in the *Education Act*, Regulations and the document entitled, "Performance Appraisal of Experienced Teachers – Technical Requirements Manual".

1.2.2. Administrator(s) must conduct a minimum of one performance appraisal for each experienced teacher in their year of review.

1.2.3. The Administrator(s) must notify all teachers for whom performance appraisals will be conducted within the first 20 school days of the school year.

1.3. Documentation Requirements

1.3.1. Every person who conducts a performance appraisal of a teacher shall submit a copy of the summative report and the ALP to the Family of Schools Superintendent for inclusion in the Human Resources file of the teacher. Teachers who have had a performance appraisal will receive a copy of the signed Summative Report.

1.3.2. Human Resources will retain a copy of each performance appraisal record for at least six years from the date of the summative report.

2.0 Teachers New to the Profession

2.1. Teachers newly hired by Grand Erie into permanent contract positions (full-time or part-time) to begin teaching for the first time in the province of Ontario.

2.2. **Teacher Performance Appraisals**

2.2.1. Teacher performance appraisals are to be conducted using the timelines and procedures as outlined in the *Education Act*, Regulations and the document entitled, "Teacher Performance Appraisal – Technical Requirements Manual".

2.2.2. Administrator(s) must conduct two performance appraisals in the first 12 months that a teacher new to the profession is employed. For teachers who do not receive two performance appraisals with satisfactory ratings in the first 12 months after they begin teaching, additional evaluation(s) will occur in a second 12-month period.

2.2.3. Where a secondary teacher is teaching in only one semester, both evaluations will be completed during that one semester.

2.2.4. Where a secondary teacher is assigned to semester one in a school and semester two in another school, one performance appraisal shall be completed in each school during the teacher's initial 12 months of employment.

2.3. **Documentation Requirements**

2.3.1. Every person who conducts a performance appraisal of a teacher shall immediately submit a copy of the summative report to the Family of Schools Superintendent for inclusion in the Human Resources file of the teacher.

2.3.2. After two satisfactory performance appraisals have been completed within the first 12 months of teaching, and the teacher has participated in the NTIP (orientation, mentoring, professional development and training), the Administrator(s) shall complete an Individual Strategy Form. The form is submitted to Human Resources and the performance appraisals to their Family of Schools Superintendent, who will then forward them to Human Resources.

2.3.3. Human Resources shall notify the Ontario College of Teachers that the teacher has successfully completed the New Teacher Induction Program within 60 calendar days of completion.

2.3.4. Human Resources will retain a copy of each performance appraisal record for at least six years from the date of the summative report.

3.0 Teachers New to Grand Erie (but not new to the profession)

3.1. Teachers newly hired by Grand Erie into permanent contract positions (full-time or part-time) who have previous permanent teaching experience with another Board in the province of Ontario.

3.2. **Teacher Performance Appraisals**

3.2.1. Teacher performance appraisals are to be conducted using the timelines and procedures as outlined in the *Education Act* and Regulations.

3.2.2. Administrator(s) must conduct at least one performance appraisal in the first year that a teacher is employed.

3.3. **Documentation Requirements**

3.3.1. Every person who conducts a performance appraisal of a teacher shall submit a copy of the summative report (and the ALP with the first report) to the Family of Schools Superintendent for inclusion in the Human Resources file of the teacher.

3.3.2. Human Resources will retain a copy of each performance appraisal record for at least six years from the date of the summative report.

3.3.3. When an Administrator(s) is considering employing a teacher from another Board, the Administrator(s) shall conduct appropriate reference checks with the teacher's former Administrator(s) using the approved Reference Check Form. Completion of the Reference Check Form will

indicate if the teacher had a recent Teacher Performance Appraisal and what the rating was. Prior to making any job offer, the school administrator shall contact Human Resources who, if necessary, will then contact the last Board that employed the teacher to request the following:

- Copies of the performance appraisal document and all other documents relied on in conducting the last two performance appraisals of the teacher, if either of those appraisals resulted in an unsatisfactory rating
- Copies of any documents relating to the termination of the teacher's employment or to a recommendation for the termination of the teacher's employment that are in the possession of the Board and that, in the opinion of the Board, may be relevant to the decision of the requesting Board
- Copies of any documents relating to the teacher's resignation while on review status that are in the possession of the Board and that, in the opinion of the Board, may be relevant to the decision

4.0 Duties and Powers re: Performance Appraisals

4.1. The Administrator(s) assigned to the school to which the teacher is assigned must conduct the performance appraisals in the teacher's evaluation year.

4.2. Duties or powers of an Administrator(s) shall be performed or exercised by the Family of Schools Superintendent where:

- The Administrator(s) and Superintendent agree that the Superintendent shall perform the duty or exercise the power of completing performance appraisal.
- The Family of Schools Superintendent is of the opinion that the Administrator(s) is unable to perform the duty or exercise the power in a timely way because of absence or some other reason

4.3. The duty or power of the Family of Schools Superintendent may be performed or exercised by another Superintendent employed by Grand Erie where the Superintendent who would ordinarily perform the duty or exercise the power is unable to do so in a timely way because of absence or some other reason.

4.4. When a series of one or more performance appraisals are to be conducted as part of a process, the effect of each of the appraisals is the same regardless of whether the duties or powers in relation to different appraisals are performed or exercised by different individuals or individuals holding different titles.

4.5. Where a teacher is assigned to teach part-time in each of two schools, the performance appraisal will be completed by the Administrator(s) of the teacher's designated home school.

4.6. Performance appraisals for central system teachers will be completed by the appropriate Principal-Leader or Superintendent and will involve observing the mandated competencies in situations such as the delivery of workshops, program meetings, parent(s)/caregiver(s)/student conferences, and the teaching of sample lessons.

5.0 Accountability

5.1. In order to ensure compliance with all timelines provided in the teacher performance appraisal process, the Family of Schools Superintendent will communicate with each of their Administrator(s) by both January 31 and May 31 of each school year and will review the progress of the performance appraisals.

5.2. Administrator(s) are expected to comply with the timelines and procedures outlined.

5.3. The Chief Executive Officer (CEO), or designate, has overall responsibility for ensuring that performance appraisals are conducted according to the acts, regulations and Grand Erie policies and procedures.

Reference(s):

- *Education Act R.S.O. 1990 C. E.2.*
- *Education Act, Regulation 99/02*
- *Education Act, Regulation 266/06*