

INDIVIDUAL STRATEGY FORM

It is a **required** form that must be used by both new teachers and LTO's involved in NTIP.

Although LTO's cannot fully complete their ISF because they do not participate in the TPA process, they can record their participation in the three induction elements. If that teacher starts a permanent contract position at a later date, the new principal may take the teacher's previous participation into account when determining which induction elements are necessary.

PURPOSE OF THE INDIVIDUAL STRATEGY FORM:

- Driving force behind the first year of the NTIP process for a teacher
- Serves as a vehicle for discussion and learning
- A means for planning, tracking and recording participation in the NTIP induction elements
- Functions in place of an Annual Learning Plan therefore new teachers do not complete an ALP
- Reflects completion of participation in the program

It is NOT evaluative in any way and is NOT a checklist.

FILLING IN THE ISF:

- The responsibility for completing the form is that of the teacher.
- The form is to be developed in collaboration with one's mentor.
- The form is a living document, thus can be adjusted/changed throughout the year.
- Teachers can try to connect their ISF to their SIPSA if possible.
- Teachers are to share the completed ISF with their principals so they can approve it, arrange for supports and allocate resources.

COMPLETING THE ISF:

- When the teacher has completed the three induction elements and obtained two *Satisfactory* appraisal ratings the NTIP process is complete.

- Both the teacher and the principal sign off on the ISF.
- The principal sends a copy of the form to the HR coordinator.
- The teacher keeps the original copy.
- It is the responsibility of HR to submit names to the Ontario College of Teachers after the completion of the NTIP process so that the notation can be made on the teacher's Certificate of Qualification.

Reminder: Principals are to send each completed TPA summative form to HR.

NOTE: if a teacher changes schools or boards before completion of the NTIP then the principal will initial beside the elements listed on the ISF. They do not sign the bottom of the form.