

## New Teacher Performance Appraisal Process

### Requirements:

- a) A new teacher must participate in two performance appraisals within the first 12 months of employment as a new teacher with a board. If the results are two *Satisfactory* ratings then the teacher has successfully completed the NTIP.
- b) An experienced teacher new to the board must have at least one TPA in his or her first year of employment. If the teacher receives a *Satisfactory* rating then the teacher goes on the five-year cycle.

NOTE: see Ministry Technical Requirements Manual for scheduling requirements for specific situations such as secondments, leaves of absence etc.

<b>Process for each TPA for teacher and Principal</b>	<b>Brief Description</b> (detailed descriptions are on pages 30-33 of the Ministry TPA Technical Requirements Manual)
<p>Step 1: <b>Pre-observation meeting</b> (Set date and time for observation)</p>	<ul style="list-style-type: none"> <li>- Establish collegial atmosphere</li> <li>- Identify expectations for the TPA process</li> <li>- Assessment and identification of the 8 competency statements</li> <li>- Identify lesson expectations</li> <li>- Discuss Log of Teaching Practice if being used</li> </ul>
<p>Step 2: <b>Classroom Observation</b> (at least one)</p>	<ul style="list-style-type: none"> <li>- Must be observed in an instructional setting (see pg 30 for unique situations)</li> <li>- Assess teacher skills, knowledge and attitudes</li> </ul>
<p>Step 3: <b>Post-observation meeting</b> (held as soon after observation as possible)</p>	<ul style="list-style-type: none"> <li>- Review results of the observation</li> <li>- Discuss competencies, participation in the NTIP and their professional growth strategies</li> <li>- Discuss other information relevant to the principal's appraisal of the teacher's performance</li> </ul>
<p>Step 4: <b>Summative Report</b> (must use Ministry forms and be completed within 20 school days)</p>	<ul style="list-style-type: none"> <li>- Must include date and time of observation, appraisal comments for each of 8 competencies, induction element participation, overall rating, growth strategies</li> <li>- Teacher signs the summative form to acknowledge receipt and may add comments if desired</li> <li>- Principal sends signed <u>copy</u> to the Board (SO who gives it to HR)</li> </ul>
<p>Possible Step 5: If the teacher receives a Development Needed or Unsatisfactory rating</p>	<p>Additional steps are required.</p> <ul style="list-style-type: none"> <li>- participate in additional appraisals, an enrichment plan and improvement plan</li> <li>- provide input on the steps and actions they should take to improve their performance</li> </ul>