

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.

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