

DESCRIPTION OF MINISTRY-APPROVED TPA FORMS

These forms MUST be used to document each teacher's appraisal. All forms and a description of the forms are located in the *Teacher Performance Appraisal Technical Requirements Manual*.

SUMMATIVE FORM:

- The principal must collect evidence to support his or her appraisal of the teacher's performance.
- All appropriate sections of the form must be completed.
- An overall rating must be given.
- The form must be completed and signed by the principal and given to the teacher within 20 school days of the classroom observation.
- The teacher must sign the form indicating receipt of the form. As well the teacher can add their own comments.
- The principal must send a copy of the signed form to HR.
- The teacher keeps the original copy.
- If either the principal or the teacher requests a meeting to discuss TPA then a meeting must be scheduled after the teacher receives the summative report.

ENRICHMENT PLAN:

- If a teacher receives a *Development Needed* rating then the principal, with input from the teacher, will develop and implement a plan within 15 school days.
- The plan must list elements of the NTIP that are appropriate for the new teacher to participate in to improve his or her performance as well as a description of the teacher's participation in those elements.
- The teacher can comment on the enrichment plan (optional).

IMPROVEMENT PLAN:

- If a teacher receives an *Unsatisfactory* rating then the principal, with input from the teacher, must prepare and implement a plan within 15 school days.
- The plan must set out the steps and actions that the new teacher should take to improve his or her performance.
- The teacher can comment on the improvement plan (optional).

LOG of TEACHING PRACTICE: (optional form but very helpful in tracking development of competencies for any new teacher, plus highly recommended for a strategy on an enrichment or improvement plan)

- A vehicle for chronicling noteworthy examples of teaching and learning events as they occur.
- Can show areas of strength and growth, promote personal reflection, and professional dialogue.
- Entries are restricted to facts so the data is objective.
- Analysis and interpretation follow the collection of data.
- Principals and teachers may keep their own individual logs.