



Administrative Procedure: Performance Appraisal for New Teachers

Table of Contents

[1.0 Definition](#)

[2.0 Guidelines](#)

1.0 Definition

- 1.1 New teachers are defined as all teachers certified by the Ontario College of Teachers (including teachers trained out of province) who have been hired into permanent positions, full time or part time, by this school board to begin teaching for the first time in Ontario. Teachers are considered new until they successfully complete the New Teacher Induction Program (NTIP) or when 24 months have elapsed since the date on which they first began to teach for a board. In this policy all references to “teachers” refer to new teachers.

2.0 Guidelines

- 2.1 This Performance Appraisal administrative regulation applies to new teachers who are members of the teachers’ bargaining unit as well as teachers on Letters of Permission.
- 2.2 New teachers shall be appraised twice in the first 12 month period after the teacher begins teaching.
- 2.3 If both appraisals result in satisfactory ratings, the teacher has successfully completed the New Teacher Induction Program.

- 2.4 New teachers who have completed the NTIP are placed on a five-year cycle for future performance appraisals which will be conducted under the Performance Appraisal of Experienced Teachers Administrative Regulation.
- 2.5 Additional appraisals are required if two satisfactory performance ratings are not achieved within the first twelve month period. The procedural requirements for additional appraisals as outlined in the Teacher Performance Appraisal, Technical Requirements Manual 2010, will be adhered to.
- 2.6 If the principal, in consultation with the Supervisory Officer, determines that the delay necessitated by conducting a further performance appraisal is not in the best interests of pupils, a joint recommendation for immediate termination of the teacher's employment with the Board, will be made to the Board of Trustees.
- 2.7 The principal may conduct additional appraisals at the request of the teacher or if the principal considers it advisable to do so in light of circumstances related to the teacher's performance. The principal may, at any time, observe teacher's practice, meet with the teacher to discuss performance, request samples of teacher's work, provide feedback to the teacher or support teacher growth and development.
- 2.8 When a new teacher is seconded to a teaching position in the Ontario publicly funded education system during the 24-month new teaching period, any appraisals required will be carried out by the seconding board. If the performance appraisal by the seconding board results in a performance rating other than Satisfactory, the secondment agreement is terminated and the board to which the new teacher returns must carry out a performance appraisal within 60 days of the return of the teacher. The appraisal conducted by the seconding board will only be considered for the purpose of terminating the secondment agreement. The 24 month NTIP period commences on the date of the termination of the secondment agreement.
- 2.9 The following will not be counted as part of the 24-month new teaching period:
 - 2.9.1 A period during which the teacher does not teach at any time for the Board.
 - 2.9.2 A period during which the teacher is on an extended leave approved by the Board.
 - 2.9.3 A period when the teacher is on a secondment to a non-teaching position.

- 2.9.4 A period when the teacher is on a secondment to a teaching position outside the Ontario public educational system.
- 2.10 An extension to the 24 month NTIP period will be granted to teachers if all of the following conditions apply:
 - 2.10.1 The teacher had 3 performance appraisals in the first 18 months and one appraisal resulted in a Satisfactory rating AND
 - 2.10.2 After the start of the 19th month but before the end of the 24 month new teaching period, the teacher begins to teach at a different school in the same board OR
 - a) becomes employed as a teacher by a different board.
 - b) the teacher has submitted a written request to the appropriate supervisory officer in the new school or board for an extension of his or her new teaching period.
 - c) the request for an extension was made after the start of the 19th month but before the end of the 24 month new teaching period.
 - d) the new teaching period has not previously been extended for any length of time.
- 2.11 The principal shall conduct teacher performance appraisals.
- 2.12 Where a principal is unable to do so, a Supervisory Officer may conduct teacher performance appraisals.
- 2.13 Where a principal determines that a teacher appraisal will be more appropriately handled by a Supervisory Officer, upon consultation with all parties, the teacher appraisal or part of it may be carried out by a Supervisory Officer.
- 2.14 Where a teacher is assigned to more than one school, the school in which the teacher spends most classroom time will be the school in which the teacher's performance appraisal is conducted. If the assignment times are equivalent, the decision with respect to the location of the appraisal will be determined in consultation among the teacher and the principals of the schools involved. It is expected that, in this instance, a mutually agreeable location (school) would be selected. Where the teacher and the principal cannot agree, a decision will be made by a Supervisory Officer after consultation with the parties involved.
- 2.15 As a minimum, the principal must consider the eight competencies for new teachers in assessing the new teacher's performance; meet with the teacher in

- preparation for the classroom observation; conduct a classroom observation to appraise the new teacher's performance; and meet with the new teacher after the classroom observation to review the results of the classroom observation.
- 2.16 As well, the Board accepts the competencies developed by the Institute for Catholic Education (Appendix D) as provided and no additional competencies will be added at this time.
 - 2.17 Without prejudice to any position of the Board, the Board agrees it will not evaluate the Teacher's voluntary activities as part of the performance appraisals conducted pursuant to the Education Act.
 - 2.18 If a teacher has partially completed the NTIP with another board, the board will communicate with the previous board to receive documents relating to NTIP participation. The principal of the school where the new teacher is teaching may use the information from the previous board to determine the elements of the NTIP in which the teacher will participate.
 - 2.19 The principal must prepare a summative report of the performance appraisal that contains comments regarding the competencies; an overall rating as well as recommendations for growth strategies for a teacher whose performance was rated Satisfactory, an Enrichment Plan for a teacher whose performance was rated Development Needed or an Improvement Plan for a teacher whose performance was rated Unsatisfactory.
 - 2.20 Within 20 school days of the classroom observation, the principal must provide the teacher with a copy of the summative report.
 - 2.21 If the rating is not Satisfactory, the principal shall provide the teacher with written notice of the rating and explain the reason for the rating within 15 days of the classroom observation.
 - 2.22 Copies of Summative Reports of new teachers will be filed with the appropriate Supervisory Officer by June 30th. These will be kept on file at the board office for at least six (6) years from the date of each report.
 - 2.23 Notification of successful completion of the NTIP (orientation, professional development, mentoring and two satisfactory performance appraisals) will be forwarded to the Ontario College of Teachers for notation on the teacher's Record Card.

- 2.24 The board will advise the OECTA Unit President in writing of all development needed or unsatisfactory performance appraisals, however, failure to do so will not invalidate the appraisal.
- 2.25 If an appraisal while on review status, results in a second Unsatisfactory rating (one development needed and two unsatisfactory ratings), the principal must promptly send a recommendation to the board that the teacher's employment should be terminated. The recommendation must be accompanied by written reasons as well as copies of all appraisal documents as well as documents relied on in conducting the performance appraisals.
- 2.26 If the principal and the Supervisory Officer, determine that the delay necessitated by conducting a further performance appraisal is not in the best interests of pupils, a joint recommendation for immediate termination of the teacher's employment with the Board will be made to the Board of Trustees.
- 2.27 Where the board terminates a teacher's employment, the secretary of the board must promptly file a complaint with the Ontario College of Teachers regarding the conduct or actions of the teacher that relate to the termination.
- 2.28 Where a teacher employed by the board resigns while on review status, the secretary of the Board must promptly file a complaint with the Ontario College of Teachers regarding the conduct or actions of the teacher that relate to the teacher having been placed on review status.