

PERSONNEL & EMPLOYEE RELATIONS	7000
TEACHER PERFORMANCE APPRAISAL PROCEDURES	7011

1. Policy

It is the policy of Lakehead District School Board to:

- ensure all students receive the benefit of an educational system staffed by competent and effective teachers;
- provide fair, effective and consistent teacher evaluation in every school; and
- promote the professional growth of its teaching staff.

2. Process for New Teachers

- 2.1 Teachers new to the profession must have at least two appraisals within their first twelve months, after they begin teaching.
- 2.2 Teachers new to the profession must have completed the New Teacher Induction Program(NTIP) within the first twenty-four months of beginning teaching.
- 2.3 Once new teachers have completed the NTIP, they will be placed on a five-year evaluation cycle.
- 2.4 Each school year, human resources will identify new teachers who are scheduled for evaluation in that school year and notify the principal.
- 2.5 Where a new teacher is assigned to more than one school, the human resources department, in consultation with the principals and the supervisory officer, will determine where the teacher's performance appraisal is conducted.
- 2.6 The principal will follow the process and timelines of the performance appraisal process (Appendix A) as outlined in the Teacher Performance Appraisal Technical Requirements Manual 2010.
- 2.7 If a new teacher receives a Development Needed rating, the principal, with input from the teacher, will develop an Enrichment Plan. The NTIP will extend into the second 12-month period.
- 2.8 If the teacher receives an unsatisfactory rating, after having received a Development Needed rating, the teacher will be on review status and an Improvement Plan will be developed by the principal with input from the teacher. The principal shall inform the appropriate supervisory officer, provide necessary documentation and consult with appropriate union representatives.

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2.9 The Teacher Performance Appraisal Technical Requirements Manual, 2010 outlines the procedures to be followed.

2.9.1 Summary of Procedural Requirements Following Specific Appraisal Outcomes.

2.9.2 Detailed Procedural Requirements Following Specific Appraisal Outcomes:

- timing between the first and second appraisal in the first 12-month period after the teacher begins teaching;
- where an appraisal rating is satisfactory;
- where the teacher has accumulated two satisfactory appraisal ratings at any time during the first 24-month period after they begin teaching;
- where the appraisal rating is Development Needed; and
- where a teacher has received an unsatisfactory appraisal rating.

2.9.3 On Review Status:

- provision for an additional appraisal while on Review Status.

2.9.4 Provisions for Termination of a Teacher's Employment:

- recommendation for termination following a second unsatisfactory appraisal; and
- termination while on review status without an additional appraisal.

2.9.5 Procedures followed by Board on receiving a recommendation to terminate a teacher's employment:

- the director of education/secretary of the Board must suspend with pay or reassign the teacher to duties appropriate in the circumstances;
- within 60 days of receiving the recommendation to terminate, the Board must make a decision by majority vote;
- where a board terminates a teacher's employment, the director of education/secretary of the Board must promptly file a complaint with the Ontario College of Teachers; and
- where a teacher resigns while on review status, the director of education/secretary of the Board must promptly file a complaint with the Ontario College of Teachers.

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- 2.10 Every new teacher will complete an Individual NTIP Strategy Form in collaboration with the new teacher's mentor and will share the plan with the principal. The principal will introduce the plan, arrange for the supports and allocate the appropriate resources.
- 2.11 Summative Reports and copies of the NTIP Strategy Form will be filed with the appropriate supervisory officer by the last Monday in June. These will be kept on file at the Board Office for six years from the date of the report.

3. Process for Experienced Teachers

- 3.1 A teacher ceases to be a new teacher once they successfully completes the NTIP or, subject to any extension provided for in the regulations, their 24-month new teaching period has elapsed.
- 3.2 Each experienced teacher will be placed on a five-year cycle for performance appraisal.
- 3.3 During the evaluation year, a teacher must receive at least one performance appraisal.
- 3.4 The performance of experienced teachers who are new to a board must be appraised in the first year of employment with the board.
- 3.5 Each school year, human resources will identify teachers who are scheduled for evaluation in that school year and notify the principal. Principals may identify additional teachers for review in light of circumstances relating to the teacher's performance.
- 3.6 Within 20 school days after a teacher commences teaching in their evaluation year, the principal must notify the teacher that their performance will be assessed during that school year.
- 3.7 Where a teacher is assigned to more than one school, the principal, in consultation with the supervisory officer, will determine where the teacher's performance appraisal is conducted.
- 3.8 A teacher who is teaching a minimum of half a school year shall be subject to the full requirements of the appraisal policy and timelines in their half of the school year.

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- 3.9 Teachers who move from the new to the experienced teacher appraisal process must develop an Annual Learning Plan (ALP) in their first year as an experienced teacher. The plan must include the teacher's professional growth goals, as well as his or her proposed action plan and timelines for achieving those objectives.
- 3.10 Each year, teachers in consultation with their principal, are required to review and update their ALP as necessary, from the previous year.
- 3.11 The principal will follow the process and timelines of the performance appraisal process (Appendix B), as outlined in the Performance Appraisal Technical Requirements Manual (2010).
- 3.12 The principal will use a two-point rating scale, satisfactory or unsatisfactory, in each performance appraisal of an experienced teacher.
- 3.13 If the teacher receives an unsatisfactory rating, the teacher will be on review status and an Improvement Plan will be developed by the principal with input from the teacher. The principal shall inform the appropriate supervisory officer, provide necessary documentation and consult with appropriate union representatives.
- 3.14 The Teacher Performance Appraisal Technical Requirements Manual, 2010 outlines the procedures to be followed for these situations:
- 3.14.1 Procedural requirements following a satisfactory rating.
- 3.14.2 Where the first appraisal rating is an unsatisfactory rating.
- 3.14.3 Timing of a second appraisal following the first unsatisfactory appraisal.
- 3.14.4 Second unsatisfactory appraisal rating.
- 3.14.5 Review status and third performance appraisal while on review.
- 3.14.6 Provisions for termination of a teacher's employment:-
- recommendation of termination following a third unsatisfactory appraisal;
 - termination while on review status without an additional appraisal; and
 - procedures followed by the Board on receiving a recommendation to terminate a teacher's employment.
- 3.15 Summative reports and copies of the ALP from the evaluation year will be filed with the appropriate supervisory officer by the last Monday in June. These will be kept on file at the Board Office for six years from the date of the report.

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4. Review

These procedures will be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Policy 7011	May 27, 2003	Quality in the Classroom Act 2001 (Part x.2)
	<u>Date Revised</u>	
	January 22, 2008	O. Reg. 98/02
	April 26, 2016	O. Reg. 99/02
	November 28, 2023	O. Reg. 266/06
		O. Reg. 96/07
		O. Reg. 97/07
		O. Reg. 200/18
		O. Reg. 671/20