

Occasional Teacher Evaluation Process

The Occasional Teacher Evaluation process is designed to support the ongoing professional growth of occasional teachers through dialogue and feedback with the principal on their teaching practice.

Under Ontario Regulation 274 - Hiring Practices, part of the requirements for an occasional teacher on the long term occasional (LTO) list to apply for a permanent position is to have completed a long term occasional contract of at least four (4) months in length of which the teacher has not received an unsatisfactory evaluation.

1. The Provincial Framework

The Occasional Teacher Evaluation is derived from the Ontario College of Teachers' Standards of Practice for the Teaching Profession and, more specifically, the Teacher Performance Appraisal (TPA). The performance expectations identified in the OT Evaluation are fewer and more generalized than the TPA competencies required of permanent contract teachers. This is in recognition of the circumstances and continuum of development of an occasional teacher.

NOTE: The OT Evaluation is not considered equivalent to a TPA and does not exempt a teacher from the requirements of TPA once in a permanent position.

2. Occasional Teacher Evaluation Form

An OT Evaluation Form is completed by the principal as a means to document the outcome of the evaluation. It may also be used by occasional teachers to reflect on the feedback they received and to identify opportunities for growth.

a) Performance Expectations

The seven (7) performance expectation statements that form the basis of the Occasional Teacher Evaluation describe the skills, knowledge and attitudes that occasional teachers reflect in their practice. The observable indicators listed within each performance expectation are possible ways the occasional teacher could demonstrate the expectation; these indicators are not intended to be an exhaustive list and not all need to be demonstrated during the teacher's LTO assignment (see Table 1 attached to the Occasional Teacher Evaluation Form). The principal may include other examples of how the expectation was or was not demonstrated in the written sections provided on the OT Evaluation Form.

For each performance expectation the principal checks either "Meets Expectation" or "Development Needed" on the OT Evaluation Form. In addition, the principal is encouraged to write comments or provide examples of how the expectation was or was not demonstrated in the written sections.

b) Outcome of Evaluation

The principal determines an evaluation outcome for the occasional teacher as a final consideration in completing the OT Evaluation Form. The principal uses his or her professional judgement in weighing the evidence in relation to the seven (7) performance expectations detailed in Table 1 and deciding on an evaluation outcome of "Satisfactory" or "Unsatisfactory". The evaluation outcome assigned to the occasional teacher is in effect until another OT Evaluation is completed. Per Ontario Regulation 274/12, a teacher who receives an

evaluation outcome of "Unsatisfactory" is considered not eligible to apply for permanent positions within the school board until such times as a "Satisfactory" outcome is received in a subsequent LTO assignment.

c) Strengths

The principal provides comments and examples to the occasional teacher on areas of strength. This information can be used by the occasional teacher as a platform from which to build on their performance.

d) Next Steps and Recommendations for Professional Growth

The principal provides next steps and makes recommendations to the occasional teacher on areas for professional growth. These recommendations may then be used by the occasional teacher to reflect on his or her progress and to develop goals for growth.

e) Occasional Teacher's Comments on the Evaluation

The occasional teacher may provide comments on the evaluation in the section provided on the OT Evaluation Form.

3. The Process

a) Scheduling Requirements - Frequency

Occasional teachers are to be evaluated in their first long term occasional contract of four (4) months or more.

If the evaluation outcome is "Unsatisfactory", another OT Evaluation process occurs when the Occasional Teacher requests it in a subsequent long term occasional contract of four (4) months or more.

The principal may conduct additional evaluations at the request of the occasional teacher or if the principal considers it advisable to do so in light of the circumstances related to the occasional teacher's performance.

b) Timing of the Evaluation

When considering the timing of the evaluation, the principal should consider what is reasonable given the duration of the LTO contract, the opportunity for the occasional teacher to adjust to the teaching assignment, and the time required to complete the evaluation process. The timing of the evaluation is at the discretion of the principal; however, the complete evaluation process is to occur within the duration of the LTO contract, including providing the completed OT Evaluation Form to the occasional teacher. The date of the classroom observation is pre-determined by both parties and recorded on the OT Evaluation Form.

c) Meetings

The meetings in the evaluation process are to promote professional dialogue between the principal and the occasional teacher. Prior to the observation, the principal and occasional teacher meet to discuss an overview of the evaluation process and evidence that will be considered in the evaluation (e.g., classroom observation, planning records, and assessment and evaluation records). If there is more than one occasional teacher at the school who requires an evaluation, the principal may host one meeting with all such OTs. The occasional teacher may request a one-on-one meeting with the principal in advance of the classroom observation to discuss items related to the evaluation that are specific to his or her evaluation.

Following the observation, the principal and the occasional teacher meet to debrief the observation, discuss the outcome of the evaluation and provide recommendations for professional growth.

d) Classroom Observation

The principal observes the occasional teacher at least once in his or her regular instructional setting at a time that is pre-determined by both parties. The date of the observation is recorded on the OT Evaluation Form.

4. Documentation Requirements

a) Responsibilities of the Principal and Occasional Teacher

The principal provides a copy of the completed OT Evaluation Form to the occasional teacher prior to the expiration of the occasional teacher's contract within that school. The occasional teacher signs the OT Evaluation Form to indicate receipt of the document. The principal provides a copy of the completed OT Evaluation Form to Human Resources for retention in the board's records.

b) Responsibilities of Human Resources

Human Resources identifies and communicates to the principal:

- Occasional teachers who require an evaluation in a four (4) month or longer LTO contract; and
- OT applicants to permanent contract postings who are deemed eligible to hire based on the outcome of their most recent OT evaluation.

Human Resources retains a copy of the completed OT Evaluation Form in its records, per its document retention protocols.