



## OCCASIONAL TEACHER EVALUATION PROCESS

The *Occasional Teacher Evaluation: Provincial Framework and Evaluation Template* was designed as a guide for school boards to develop an evaluation process for long-term occasional teachers (LTOs). The template was to be used as provided or could be adapted with agreement of the locals. As a result, some local evaluation templates may now vary.

### Requirements For Evaluation

Occasional teachers in their first long-term occasional assignment of four months or longer should be evaluated. The occasional teacher evaluation process is not part of the New Teacher Induction Program (NTIP). NTIP participation is based on an LTO of 97 days or longer, so a member may or may not be part of NTIP while undergoing an evaluation.

The report remains on file until there is a new evaluation. If the occasional teacher is successful there is no need for a subsequent evaluation. If the occasional teacher is unsuccessful the occasional teacher will need to be evaluated again until they receive a successful outcome.

Ontario Regulation 274/12 states that one criteria for assignments or appointments to a permanent position is that teachers have completed a long-term assignment in a school of the board that was at least four months long and in respect of which the teacher has not received an unsatisfactory evaluation.

### Components of the Occasional Teacher Evaluation:

- Seven performance expectations;
- A set of observable indicators within each performance expectation;
- Pre-observation meeting;
- Classroom observation(s);
- Post observation meeting;
- Evaluation outcome of satisfactory or unsatisfactory;
- An evaluation template that documents the outcome of the evaluation; and
- Recommendations for professional growth.

### Evaluation Template

The template is used as a means to document the outcome of the evaluation. It may include comments and recommendations for professional growth by the principal and the occasional teacher. The occasional teacher will be required to sign the template to acknowledge receipt. The template should be provided to the occasional teacher within the duration of the LTO assignment.

### The Pre-observation Meeting

This meeting is intended to promote professional dialogue between the principal and the occasional teacher. The purpose of the meeting is to discuss an overview of the evaluation process and evidence that will be considered in the evaluation. If there is more than one occasional teacher that requires an evaluation, the principal may include all of the occasional teachers in the meeting. However, an occasional teacher may request a one-on-one meeting prior to the classroom observation to discuss their specific evaluation.

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## Classroom Observation

The principal and the occasional teacher must agree on a date and time for the observation. The principal may decide to do more than one classroom observation. While the lesson(s) to be observed should be designed to highlight the performance expectations, the possible observable indicators do not all need to be demonstrated during the evaluation process. After the classroom observation, the occasional teacher should take some time to reflect on the lesson. Be prepared to discuss reflections at the post-observation meeting.

## Post-observation Meeting

The principal and the occasional teacher must meet to debrief the observation, discuss the outcome of the evaluation and the principal may provide recommendations for professional growth. The occasional teacher should be prepared to ask questions to thoroughly understand the feedback and can provide input on the recommendations for professional growth.

## Tips for Success

- Familiarize yourself with the performance expectations and the possible observable indicators;
- Contact your ETFO local office to discuss the local process and review any relevant sections of your collective agreement;
- Be prepared to:
  - Plan lessons that will engage students and connect to the curriculum;
  - Use a variety of assessment strategies;
  - Keep day plans and assessment tracking up to date;
  - Demonstrate good behaviour management techniques;
  - Be mindful of transitions and the pacing of your lessons;
  - Discuss anticipated behaviour difficulties and expected IEP related accommodations/modifications with the principal; and
  - Prepare your class for the presence of the evaluator.

If there is no agreement with the evaluation report or concerns about the process, occasional teachers should contact their local ETFO office.

## Professional Judgement

Please refer to the ETFO *Professional Judgement Matters* document for additional information related to the *Professional Judgement Guidelines* for the Occasional Teacher Evaluation.

**For more information, please contact Professional Relation Staff at 416-962-3836 or 1-888-838-3836 at the provincial office.**

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