



- 1.1.3 The Board will ensure that all teacher performance appraisals reflect the duties and expectations in accordance with the Education Act and the regulations and guidelines of the Ministry of Education and of the Board.
- 1.1.4 The Board will promote a growth-oriented performance appraisal context that emphasizes the importance of professional dialogue and collaboration to help foster an effective learning community in each



- semester.
- 2.4 Long Term Occasional Teachers must be evaluated in their first long term occasional contract of four months or greater with the Board.
  - 2.5 Timelines in the appraisal process can be adjusted if the teacher and the appraiser are in mutual agreement to the adjustment.
  - 2.6 If a step or process is not completed within the Ministry established timelines, it must be completed by the appropriate person as soon as possible thereafter, and timelines for all succeeding steps must be calculated from the time the late step or process was completed.
  - 2.7 Time on non-teaching leave does not count as part of the five years. An appraisal must be completed within 60 days of the teachers return from extended leave if an appraisal was to be done the year on leave.
  - 2.8 For experienced teachers seconded to another Board to teach, the appraisal cycle continues and the appraisal is done by the receiving Board.

### **3.0 Guidelines**

Boards policies and rules must ensure that all requirements are complied with and must provide for accountability in the event of

complete the appraisals scheduled then another SO or the Director will finish the appraisal. It will be Human resources responsibility to inform the SO of the need to complete (Ed Act section 277.17, 277.18)

- 3.7 If a performance appraisal is not completed as scheduled then the Principal must meet with the teacher and a union rep to explain the reason for non-compliance and

Director immediately to discuss the situation. Federation representatives should also be contacted.

- 4.28 When an experienced teacher receives an Unsatisfactory Rating or is placed on Review Status, the Principal, teacher and union rep will meet to develop an Improvement Plan. The Improvement Plan must be completed within 15 work days. If the teacher does not comply with this requirement the Principal will meet with the teacher and union representation to discuss the problem and set a new due date within two days. Further non-compliance will result in disciplinary action.

## 5.0 Occasional Teachers and TPA's

- 5.1 Long Term Occasional teachers will not be placed on the Board five year schedule for appraisals.
- 5.2 Every Long Term Occasional Teacher hired on a Long Term Occasional position lasting four consecutive months or greater) is evaluated according to the Superior-Greenstone District School Board Long Term Occasional Teacher Evaluation Manual.
- 5.3 New or experienced long-term occasional teachers can request that their Principal conduct a TPA. The Principal will determine if he/she will conduct the TPA.
- 5.4 All TPAs to be conducted the Superior-Greenstone District School Board

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