

OCCASIONAL TEACHER EVALUATION FORM (INTERIM)

October 2001

Both the former Lincoln and Niagara South Boards had Occasional Teacher Evaluation documents and appraisal forms - neither of which appear to be in use.

With the imminent proclamation of Ministry-mandated teacher appraisal instruments, the development of DSBN appraisal processes is on hold and predecessor board documents/processes are being retained.

Many of our Board's new contract hires of teachers are drawn from the Occasional List. It was felt by administrators that having some form of appraisal process for occasional teachers in place would improve the selection process for new contract teachers. Occasional teachers are most supportive of such a process as well since principals routinely ask for and rely on performance appraisals as part of the selection process. The current Elementary Occasional Collective Agreement also requires the creation of an evaluation instrument with ETFO consultation.

At the Administrative Council Meeting of September 10, 2001, direction was given to develop an Interim Occasional Teacher Evaluation form to be available until new instruments are developed. As an interim document it is recognized that this form can be considered a work in progress.

The following people provided input:

Committee Members:

Carol Purcer Thorold S.S.	Chris Reid - OSSTF	RCBHS
Leslie Lawrence ETFO	Inara Heidebrecht	LPSS
Norrine Hardyman W.E.Brown	Carol Germyn	Heximer
Barb McArthur Ed. Centre	Lisa Clark	Ed. Centre
George Thomas Ed. Centre		

Suggested Timelines:

October 1, 2001 Administrative Council
October 11, 2001 Regional Meetings
October 24, 2001 NSAC
November 1, 2001 Mailout to occasional teachers with new Collective Agreement and cover letter by Peter Doan and Federation presidents.

EVALUATION OF OCCASIONAL TEACHERS

October 2001

Having competent Occasional Teachers to replace absent teachers is essential to successful learning by students and school operation in general.

Where an Occasional Teacher does an exemplary job on an ongoing basis or on a long term assignment, this information should be available to other administrators for long term leaves or for contract hires. To have observed and shared information about successful Occasional Teachers is more reliable than any interview alone in hiring talented regular contract teachers for our schools.

Similarly, unsatisfactory performance should also be noted so that either corrective measures can be tried or, failing that, the Occasional Teacher can be removed from the Occasional Teacher List.

PROCEDURES FOR EVALUATIONS

1. An occasional teacher on a long term assignment, eg. full term/semester or year may be evaluated using either the existing *Performance Appraisal/Supervision for Growth* instruments for probationary teachers or the Evaluation of Occasional Teachers Long Term Form.
2. The request for an occasional teacher evaluation may be initiated by either the school administrator or occasional teacher. Due to time constraints, requests by occasional teachers may not always be able to be met.
3. Send the original of the evaluation report to Human Resources Department for inclusion in the teacher's file. Copies of unsatisfactory reports are to be forwarded to the Superintendent of Staffing (Elementary/Secondary) for follow-up. An overall 'needs improvement' rating constitutes an unsatisfactory report. Give a copy to the occasional teacher and keep one at the school.
4. DO document unsatisfactory performance and avoid the time-honored way of dealing with such a situation by simply never calling the occasional teacher back. It's not fair to your colleagues, the occasional teacher or, most important of all, the students in DSBN schools.
5. Please note that the one (1) day or two (2) day assignment duration is meant to be used only for 'regular' occasional teachers in a building where, for this known teacher, a one day assignment might be most convenient for principal and teacher to get together.
6. Due to time limitations, first priority should be given to completing evaluations for occasional teacher 'regulars' at each school. If each school does its share, the task is manageable.

**DISTRICT SCHOOL BOARD OF NIAGARA
OCCASIONAL TEACHER EVALUATION FORM (INTERIM)
SHORT TERM**

Occasional Teacher:		Dur. of Assgn't: <input type="checkbox"/> 1 day <input type="checkbox"/> 2-10 days <input type="checkbox"/> 2-4 weeks <input type="checkbox"/> 4weeks+			
School:		Grade/Subject:			
Administrator:		Date:			
N/O: Not Observed		N/I: Needs Improvement		S: Satisfactory	
				E/E: Exceeds Expectations	
PREPARATION AND PLANNING:		COMMENTS		N/O	N/I
		S	E/E		
1.	Follows plans/directions assigned by regular teacher				
2.	Adapts plans to classroom realities				
3.	Reports progress clearly to regular teacher				
4.	Assumes planning responsibility				
CLASSROOM MANAGEMENT:		N/O	N/I	S	E/E
5.	Maintains established routines				
6.	Specifies classroom expectations				
7.	Establishes and maintains control of the class				
8.	Resolves discipline problems effectively				
9.	Leaves classroom and instructional material in acceptable condition				
INSTRUCTIONAL PRACTICES:		N/O	N/I	S	E/E
10.	Provides clear, understandable instructions				
11.	Adapts lesson activities to student learning				
12.	Uses appropriate teaching techniques				
13.	Monitors student progress				
14.	Maintains accurate records of attendance/achievement				
15.	Provides assistance to students in need				
PERSONAL ATTRIBUTES:		N/O	N/I	S	E/E
16.	Communicates effectively with students, parents and staff				
17.	Arrives on time and is well prepared				
18.	Shows initiative/resourcefulness				
19.	Professional in attitude attire and deportment				
20.	Contribution to school				
OVERALL PERFORMANCE		(Check One)			
Administrator's Comments/Suggestions (Use back of sheet if needed)					

Administrator's Signature: _____ Date: _____

Occasional Teacher Signature: (I have read this report) _____

Teacher Comment: _____

**DISTRICT SCHOOL BOARD OF NIAGARA
OCCASIONAL TEACHER EVALUATION FORM (INTERIM)
LONG TERM**

Occasional Teacher:		Dur. of Assgn't: from _____ to _____			
School:		Grade/Subject:			
Administrator:		Date:			
N/I: Needs Improvement		S: Satisfactory		E/E: Exceeds Expectations	
PREPARATION AND PLANNING:		COMMENTS	N/I	S	E/E
1.	Planning reflects expectations outlined in Ont. Curriculum				
2.	Adapts plans to classroom realities				
3.	Reports progress to regular teacher				
4.	Access appropriate resource personnel and material				
CLASSROOM MANAGEMENT:			N/I	S	E/E
5.	Establishes & maintains routines				
6.	Specifies classroom expectations				
7.	Establishes and maintains control of the class				
8.	Resolves discipline problems effectively				
INSTRUCTIONAL PRACTICES:		COMMENTS	N/I	S	E/E
9.	Provides clear, understandable instructions				
10.	Adapts lesson activities to student learning				

11.	Uses appropriate and varied teaching techniques			
12.	Monitors student progress			
13.	Maintains accurate records of attendance/achievement			
14.	Meets the learning needs of individual students			
PERSONAL ATTRIBUTES:		N/I	S	E/E
15.	Communicates effectively with students, parents and staff			
16.	Arrives on time and is well prepared			
17.	Shows initiative/resourcefulness			
18.	Professional in attitude, attire and deportment			
19.	Contributes to school culture			
20.	Interacts well with all school staff			
OVERALL PERFORMANCE		(Check One)		
Administrator's Comments/Suggestions				

Administrator's Signature: _____ Date: _____

Occasional Teacher Signature: (I have read this report) _____

Teacher Comment: _____