

# REGULATIONS

<b>SUBJECT: PERFORMANCE APPRAISAL OF TEACHING STAFF</b>
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## Definitions

### Experienced Teachers can be defined as either:

- a) Those hired prior to September 2005 who were certified by the College of teachers and have been employed as teachers by the LKDSB.
- b) Those hired after September 2005 who successfully completed the New Teacher Induction Program (NTIP).

Teachers new to the board – teachers certified by the Ontario College of Teachers, have been working at another Board and have now transferred to the Lambton Kent District School Board.

Teachers new to the profession – teachers certified by the Ontario College of Teachers and hired into a permanent position – full time or part-time – by a school board, to begin teaching for the first time in Ontario. Within this document this group will be referred to as a new teacher.

## Regulations

1. There will be formative and summative performance appraisal cycles. The formative cycle focuses on, a teacher's on-going professional development through the completion of an "Annual Learning Plan" (for permanent contract teachers and teachers new to the board) and through the "Individual NTIP Strategy Form" (for new teachers).
2. Each year principals will ensure that their teachers complete either the "Annual Learning Plan" or "Individual NTIP Strategy Form" in accordance with Ministry of Education documents, "Performance Appraisal Of Experienced Teachers: Technical Requirements Manual, 2007" and "New Teacher Induction Program – Manual for Performance Appraisal for New Teachers, 2006."
3. Only superintendents, principals, or designate, will conduct a performance appraisal for each teacher in accordance with the Ministry of Education documents.
4. The frequency for the summative reports is:
  - New Teachers - twice during the first 12 months after the teacher begins teaching;
  - New to the Board - once during the first year of employment;
  - Experienced Teachers – once during the appraisal year which is once every 5 years

5. During the evaluation year the teacher must be evaluated once. Additional appraisals may be completed:
  - At the request of the teacher, unless the principal is of the opinion that the teacher is unlikely to improve as a result of the performance appraisal;
  - As required by selection/promotion practices; or
  - As required if the teacher is in an “under review” process.
6. Principals will share in writing, with their staff and the appropriate superintendent, an annual plan for the performance appraisal of teachers assigned to the school. This plan will identify the teachers who are scheduled for a performance appraisal and will identify the administrator who will complete each performance appraisal report.
7. Principal and teacher verify the completion of the performance appraisal. Once verified, the performance appraisal is electronically forwarded to the appropriate superintendent for review and for electronic filing.
8. After the appropriate superintendent verifies the report, it becomes part of the teacher’s electronic personnel file where it will remain for six years.
9. Performance appraisals and the maintenance of personnel files will conform to all governing legislation and collective agreements.

Implementation Date: April 27, 1999

Revised June 28, 2005

Revised November 28, 2006

Revised November 13, 2007

Reference: Board Policy, Education Act