

SIMCOE COUNTY DISTRICT SCHOOL BOARD

**MEMORANDUM**

2013-2014: 125

TO: Elementary Principals  
Elementary Vice-principals  
Secondary Principals  
Secondary Vice-principals

FROM: Janis Medysky  
Associate Director

SUBJECT: **LONG TERM OCCASIONAL TEACHER EVALUATION**

**Background**

Ontario Regulation 274/12 is the direction provided to school boards regarding Occasional Teacher Hiring Practices and Evaluation. Under Regulation 274/12 part of the requirement for the long term occasional teacher to apply for a permanent position within the board is to have completed a long term occasional (LTO) job lasting at least four (4) months and to not have received an unsatisfactory evaluation.

**Current**

The Occasional Teacher Evaluation is derived in part from The Ontario College of Teachers' Standards of Practice, the Simcoe County District School Board's Improvement Plan for Student Achievement and Well-Being and the Essential Practices Document. The performance expectations identified in the evaluation document are fewer than the Teacher Performance Appraisal competencies required of a permanent teacher due to the recognition of the continuum of development of an occasional teacher (OT).

**Action**

To facilitate the timely implementation of the long term evaluation, all elementary and secondary schools will receive 0.5 release days. These release days may be used for, but not limited to, meeting with long term occasional teachers for the pre-meeting, post meeting, or to complete the evaluation form.

Please use SCARRI code 7 and refer to NM 125 in the budget line. These days must be used prior to December 20, 2013.

**Meetings**

The meetings in the evaluation process promote professional dialogue between the principal and the occasional teacher. Prior to the observation, the principal and occasional teacher will 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 occasional teachers. 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 will meet to debrief the observation, discuss the outcome of the evaluation and provide recommendations for professional growth.

### **Classroom Observation**

The principal will observe 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 will be recorded on the LTO Teacher Evaluation Template.

### **Outcome of Evaluation**

The principal will determine an evaluation outcome for the occasional teacher as a final consideration in completing the LTO Teacher Evaluation Template. The principal will use his or her professional judgement in weighing the evidence in relation to the performance expectations detailed in APPENDIX A deciding on an evaluation outcome of “Satisfactory” or “Unsatisfactory”.

The evaluation outcome assigned to the occasional teacher will be in effect until another LTO Evaluation is completed. As 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.

### **Recommendations for Professional Growth**

The principal will make 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. The areas for growth include the teaching, learning and assessment processes from the Essential Practices Document.

### **Long Term Occasional Teacher Evaluation Template**

An LTO Teacher Evaluation Template as shown in APPENDIX A will be 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.

The principal may provide comments on the overall rating of the occasional teacher in the section provided on the LTO Teacher Evaluation Template in relation to the Essential Practices Document. The occasional teacher may provide comments on the evaluation in the section provided on the LTO Teacher Evaluation Template.

### **Scheduling Requirements - Frequency**

Occasional teachers are to be evaluated in their first long term occasional contract of four (4) months or more. This will be the OT's first LTO since the implementation of this LTO Teacher Evaluation process.

If the evaluation outcome is “Unsatisfactory”, another LTO 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.

**Scheduling Requirements - 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 Template to the occasional teacher.

The date of the classroom observation is pre-determined by both parties and recorded on the OT Evaluation Template.

**Documentation Requirements - Responsibilities of the Principal and Occasional Teacher**

The principal will provide a copy of the completed LTO Teacher Evaluation Template to the occasional teacher prior to the expiration of the occasional teacher’s contract within that school. The occasional teacher must sign the LTO Teacher Evaluation Template to indicate receipt of the document.

The principal will provide a copy of the completed LTO Teacher Evaluation Template to Human Resource Services for recording and retention purposes. Please submit completed forms to the attention of Kary Hancock, Executive Assistant.

If you require further information, please do not hesitate to contact Brett Pinnell, Manager of Human Resources, at (705) 734-6363 ext. 11356 or [bpinnell@scdsb.on.ca](mailto:bpinnell@scdsb.on.ca).