

OCCASIONAL TEACHER APPRAISAL

LTO Contracts

The LTO “**Occasional Teacher Appraisal**” is to be used when completing an appraisal of an Occasional Teacher on an LTO contract. All **occasional teachers** on contracts **4 months or longer** are to be appraised prior to the end of the LTO assignment. Occasional teachers on contracts 1-4 months in length will be evaluated upon request of the OT or the Administrator.

OCCASIONAL TEACHERS on LTO Contracts

STEP ONE - NOTIFICATION

The Principal (or designate) will meet with the teacher to review the process to be followed, and to arrange an appropriate time for a classroom visit and post conference.

STEP TWO - OBSERVATION

The Principal (or designate) shall visit the classroom at the arranged time and observe the teacher’s performance to gather data to be used in the completion of the Occasional Teacher Appraisal document.

STEP THREE - POST CONFERENCE

The Principal (or designate) and the occasional contract teacher shall meet at a prearranged time to review the appraisal to:

- a) share general observations about the visit
- b) identify and discuss teacher strengths and areas for development

The teacher will be advised of his/her right to provide written comments and will be asked to sign the appraisal document indicating that he or she has received a copy and was given an opportunity to discuss it.

STEP FOUR - DISTRIBUTION OF DOCUMENTS

The occasional teacher will receive a copy of the completed appraisal and will be asked to sign the document to indicate that he/she has received it and was given an opportunity to discuss/respond. A second copy will be forwarded to otappraisals@ddsb.ca in HRS for review and for inclusion in the employee’s file.



DDSB Occasional Teacher Appraisal for LTO Assignments
Please scan and email signed copy to otappraisals@ddsb.ca

Name of Occasional Teacher: _____
 Address: _____ Phone #: _____
 School: _____ Grade/Subject: _____
 Date of Contract: _____ # Days Taught on this Contract: _____
 Completed By: _____

COMMITMENT TO PUPILS AND PUPIL LEARNING		
Provides an environment that supports pupil learning and achievement	Satisfactory	Development Needed
Demonstrates commitment to the well-being and development of all pupils	Satisfactory	Development Needed
Treats all pupils equitably and with respect	Satisfactory	Development Needed
Comments		
PROFESSIONAL KNOWLEDGE		
Demonstrates knowledge of subject matter, the Ontario curriculum, and education-related legislation	Satisfactory	Development Needed
Demonstrates the factors that affect pupil learning and achievement	Satisfactory	Development Needed
Comments		

TEACHING PRACTICE		
Uses a variety of effective teaching strategies based on his or her professional knowledge and understanding of the pupils	Satisfactory	Development Needed
Uses a variety of effective classroom management strategies	Satisfactory	Development Needed
Plans and uses inclusive teaching and learning practices that are culturally responsive and relevant	Satisfactory	Development Needed
Communicates effectively with pupils, parents, and colleagues	Satisfactory	Development Needed
Comments		

Overall Rating of Teacher

(Check the appropriate box.)

Satisfactory

Development Needed

If the teacher received a Development Needed performance rating please fill in Growth Strategies to support development.

Growth Strategies:

Principal's Summary Comments on the Appraisal (optional)

--

Principal's Name

--	--

Date (yyyy/mm/dd)

Principal's Signature

--	--

Date (yyyy/mm/dd)

Teacher's Signature

I have read this appraisal and received a copy.

--	--

Date (yyyy/mm/dd)



Adapted from *Ministry of Education Summative Report for New Teachers*

