Occasional Teacher Evaluation

Administrator Handbook

September 2016

Occasional Teacher Evaluation and mVAl

Key Messages:
Throughout this document and for the purposes of the OT Evaluation, 'long term occasional' refers to a contract of four months or more. The term 'principal' refers to the principal or vice principal of the school.

1. The Occasional Teacher Evaluation is designed to support the ongoing professional growth of occasional teachers through dialogue and feedback with the principal on their teaching practice and to increase confidence in the publicly funded education system.

2. Under Ontario Regulation 274/12 – Hiring Practices, part of the requirements for an occasional teacher on the long term occasional (LTO) list to apply for a posted permanent position is to have completed a long term occasional contract of at least **4 months** long and in respect of which the teacher has not received an unsatisfactory evaluation. The OT Evaluation process outlined in this document meets this requirement of the regulation.

3. The Occasional Teacher Evaluation is derived from the Ontario College of Teachers' *Standards of Practice for the Teaching Profession* and, more specifically, the Teacher Performance Appraisal (TPA). The performance expectations identified in the OT Evaluation are fewer and more generalized than the TPA competencies required of permanent contract teachers. This is in recognition of the circumstances and continuum of development of an occasional teacher.

4. **The OT Evaluation is not considered equivalent to a TPA and <u>does not exempt </u>a teacher from the requirements of TPA once in a permanent position. In other words, once a teacher receives a permanent contract they become part of the TPA process and leave the OT Evaluation process, a TPA must be done even if an OT Evaluation was just completed.**

5. If a teacher has both a partial permanent contract and an occasional teacher contract there is no need to conduct the occasional teacher evaluation. The teacher will be appraised through the standard process for NTIP/Experienced Teacher Performance Appraisal (TPA).

6. The Occasional Teacher (OT) Evaluation Framework sets out the core requirements for an OT evaluation.

7. HR and Superintendents will track the progress and completion of appraisals for each appraisal year through mVal.

8. mVal is a web-based application that will be used by all Administrators to generate all Occasional Teacher Evaluations. It is a secure website that may be accessed via the Internet URL:

   https://mxweb2.media-x.com/home/yourdistrictlogin

   > Username: your username
   > Password: your password

9. mVal electronically houses all appraisals completed for NTIP, Experienced and Occasional Teachers, as well as vice principals, principals and is updated as per the district import/update schedule.

10. Current administrators may access and read all Summative Reports and Occasional Teacher Evaluations previously completed on mVal for all teachers in their school.

Performance Expectations

1. The seven performance expectation statements that form the basis of the Occasional Teacher Evaluation describe the skills, knowledge and attitudes that occasional teachers reflect in their practice.

2. The observable indicators listed within each performance expectation are *possible* ways the occasional teacher could demonstrate the expectation; these indicators are not intended to be an exhaustive list and *not all* need to be demonstrated during the teacher's LTO assignment

3. The principal may include *other examples* of how the expectation was or was not demonstrated in the comments section provided on the OT Evaluation Template

4. For each performance expectation the principal checks either "Meets Expectation" or "Development Needed" on the OT Evaluation Template. In addition, the principal may write comments or provide examples of how the expectation was or was not demonstrated.

NOTE: The observable indicators listed for each performance expectation are possible ways the occasional teacher could demonstrate the expectation; these indicators are not intended to be an exhaustive list and do not all need to be demonstrated during the teacher's LTO assignment.

Table 1. Performance Expectations and Possible Observable Indicators for the OT Evaluation

1. Performance Expectations and Possible Observable Indicators for the OT Evaluation	Possible Observable Indicators
Creates a safe and inclusive learning environment	□ follows appropriate legislation, local policies, and procedures with regard to student safety and welfare □ ensures and models bias-free assessment □ values and promotes fairness and justice and adopts anti-discriminatory practices with respect to gender, sexual orientation, race, disability, age, religion, culture, or similar factors
Models and promotes positive and respectful student interactions	□ models and promotes the joy of learning □ effectively motivates students to improve student learning □ demonstrates a positive rapport with students □ promotes polite and respectful student interactions □ develops clear and achievable classroom expectations with the students
Demonstrates effective classroom management strategies	□ demonstrates care and respect for students by maintaining positive interactions
Demonstrates knowledge of the Ontario curriculum	□ exhibits an understanding of the Ontario curriculum when teaching □ presents accurate and up-to-date information □ demonstrates subject knowledge and related skills
Plans and implements meaningful learning experiences for all students	□ applies knowledge about how students develop and learn physically, socially, and cognitively □ chooses pertinent resources for development of instruction □ organizes subject matter into meaningful units of study and lessons □ uses a clear and consistent format to plan and present instruction □ uses a variety of effective instructional strategies □ models and promotes effective communication skills □ uses instructional time in a focused, purposeful way □ assists students to develop and use ways to access and critically assess
Differentiates instructional and assessment strategies based on student needs, interests and learning profiles	□ shapes instruction so that it is helpful to all students, who learn in a variety of ways □ responds to learning exceptionalities and special needs by
Utilizes a variety of evidence–based assessment and evaluation strategies	□ uses a variety of techniques to report student progress □ engages in meaningful dialogue with students to provide feedback during the teaching/learning process □ gathers accurate data on student performance and keeps comprehensive records of student achievement □ uses a variety of appropriate assessment and evaluation techniques □ uses ongoing reporting to keep both students and parents informed and

LTO Evaluation Schedule

LTO Procedure Reminders:
- Occasional teachers are to be evaluated in their ***first*** long term occasional contract of 4 months or more.
- If the evaluation outcome is "Unsatisfactory", another OT Evaluation process occurs when the Occasional Teacher requests it in a <u>subsequent</u> long term occasional contract of 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.

Evaluation Timing

LTO Procedure Reminders:
- 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, <u>the complete evaluation process is to occur within the duration</u> of the LTO contract, **including providing** the completed OT Evaluation Template to the occasional teacher.
- **The OT Evaluation is not considered equivalent to a TPA and <u>does not exempt</u> a teacher from the requirements of TPA once in a permanent position. In other words, once a teacher receives a permanent contract they become part of the TPA process and leave the OT Evaluation process, a TPA must be completed even if an OT Evaluation was just completed.**
- If a teacher has both a partial permanent contract and an occasional teacher contract there is no need to conduct the occasional teacher evaluation. The teacher will be appraised through the standard process for NTIP/Experienced Teacher Performance Appraisal (TPA).

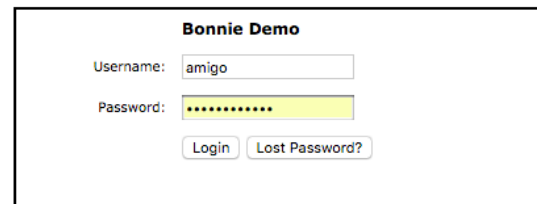## Accessing mVal and Opening an Evaluation

LTO Procedure Reminders:

- You can open an evaluation for your occasional teacher any time during the beginning of the process, however, having the template started with demographic and date information prior to your overview meeting will allow you to work with the teacher to begin the formal process

1. Navigate to the Login page for your district.

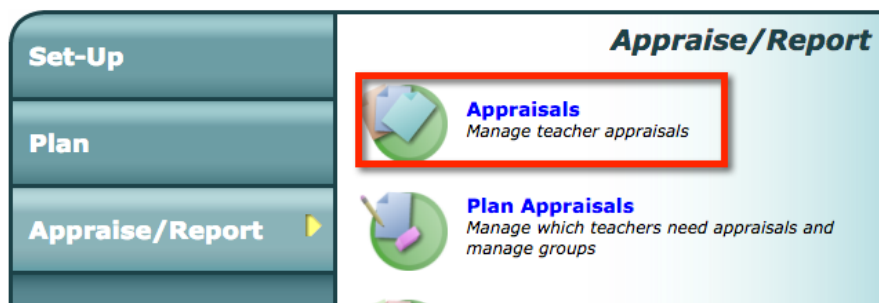2. Enter your **Username** and **Password**

BONNIE HOMEWOOD DEMO DATABASE

Bonnie Demo

Username: amigo

Password: ••••••••••••

Login   Lost Password?

3. Click on the mVal icon
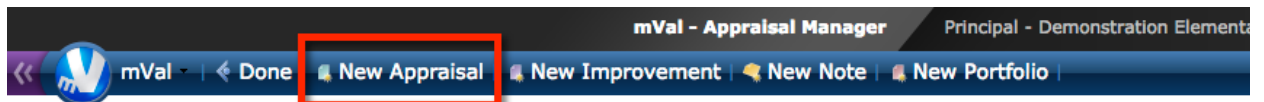
4. On the Appraise/Report screen, select Appraisal

Set-Up

Plan

Appraise/Report ▶

Appraise/Report

Appraisals
Manage teacher appraisals

Plan Appraisals
Manage which teachers need appraisals and manage groups

5. You should be on your school screen. Select your school if not shown and view all teachers.
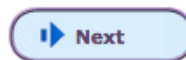

6. From the list of teachers, highlight the Occasional Teacher you wish to evaluate.

7. Once the teachers name is selected, click New Appraisal in the top menu.

8. You will see the teacher's name in the top section. The Principal's name has to appear on the document, and you will see it here as well. If you are the vice principal and conducting the evaluation, there will be many areas on the evaluation form where you can insert your name, if it does not appear, in order to give ownership to your work.

Teacher Name	Ms. Laura Dern
Assignment/Title	Grade 1 to Grades 8 History
Appraisal Name	Appraisal 25
Copy Appraisal	<New Appraisal>
Principal First Name	Jane
Principal Last Name	Footman
Select Set	OT Evaluation
Select Checklist	<none>
Notify by email	☐ Yes I want to notify the teacher by email

▌▶ Next

9. In the **Select Set** section, use the pull down menu and select the *Occasional Teacher Evaluation* and click *NEXT*

Teacher Name	Ms. Laura Dern
Assignment/Title	Grade 1 to Grades 8 History
Appraisal Name	Appraisal 25
Copy Appraisal	<New Appraisal>
Principal First Name	Jane
Principal Last Name	Footman
Select Set	OT Evaluation
Select Checklist	<none>
Notify by email	☐ Yes I want to notify the teacher by email

▶ Next

10. **IMPORTANT**: This is where you lock the form so the teacher cannot read it until you allow it. In the section titled 'PRI STATUS' (Principal Status) the template defaults to 'Edit Mode', you must change it to LOCK TEACHER, (if you wish) in order for your work to remain private.   You will return here when done to allow viewing.

Teacher Name	Ms. Laura Dern		School Name	Demonstration Elementary School		
Principal First Name	Helen		Principal Last Name	Amigos		
Appraisal Name	OT Evaluatoion		Set Name	OT Evaluation		
Appraisal created by	Helen Amigos		Date created	Wed Oct 21 2015, 04:51 PM		
Appraisal Status	☐ Approved by Administrator		☐ Approved and completed by Principal			
	Form Name	Date		Adm. Status	Pri. Status	Tea. Status
	Occasional Teacher Evaluation Template	<No dates set>		Not Approved	Lock teacher	Edit Mode

11. Select the Occasional Teacher Evaluation Template by clicking on the **Form Name, highlighted in blue.**

Overview Meeting:

LTO Procedure Reminders:

- 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 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 OTs.

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

Description of Occasional Teacher's Assignment and **Term of Assignment**

1. Fill in all the information missing from the top of the form. Provide a **Description of Occasional Teacher's Assignment and Term of Assignment.**

2. Click on the calendar graphic to place the dates of the **Overview** meeting, **Classroom Observation** and **De-brief** meeting if they are known at this time. If dates are not yet determined, remember to return to this section.

3. Save your work, click on the **Save** icon in the top tool bar.
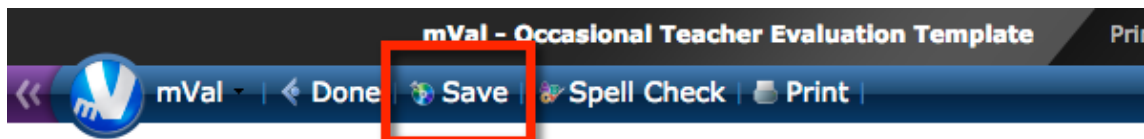
Classroom Observation and Form:

LTO Procedure Reminders:
- The principal observes 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 is recorded on the OT Evaluation Template. See instructions above for recording dates.

De-Brief Meeting

LTO Procedure Reminders:
- Following the observation, the principal and the occasional teacher meet to debrief the observation, discuss the outcome of the evaluation and provide recommendations for professional growth.

Completing the Report

LTO Procedure Reminders:
- The principal determines an evaluation outcome for the occasional teacher as a final consideration in completing the OT Evaluation Template.

- The principal uses his or her professional judgement in weighing the evidence in relation to the seven performance expectations and deciding on an evaluation outcome of "Satisfactory" or "Unsatisfactory"

- The evaluation outcome assigned to the occasional teacher is in effect until another OT Evaluation is completed.

- 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

1. For each of the Performance Expectations determine if the evaluation outcome will be Development Needed or Meets Expectations, click the appropriate boxes.

Domains Considered in the Evaluation: Commitment to Pupils and Pupil Learning / Professional Knowledge / Teaching Practice		
Performance Expectations	**Development Needed**	**Meets Expectation**
Creates a safe and inclusive learning environment	☐	☑
Models and promotes positive and respectful student interactions	☐	☑
Demonstrates effective classroom management strategies	☐	☑
Demonstrates knowledge of the Ontario curriculum	☐	☑
Plans and implements meaningful learning experiences for all students	☑	☐
Differentiates instructional and assessment strategies based on student needs, interests and learning profiles	☐	☑
Utilizes a variety of evidence-based assessment and evaluation strategies	☐	☑
Comments		

2. Use the comment box to provide details based on Observable Indicators.

3. Determine if the Outcome of the Evaluation is Satisfactory or Unsatisfactory and click the appropriate check box.
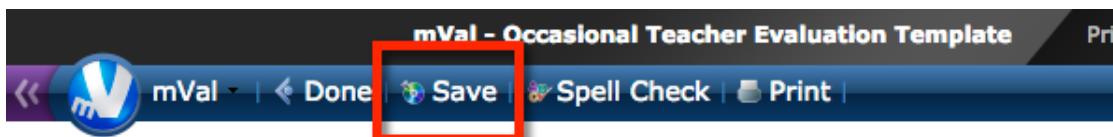
Outcome of Evaluation

Recommendations for Professional Growth:

☑ **Satisfactory**

☐ **Unsatisfactory**

Additional Comments (optional)

4. Save your work, click on the save icon in the top tool bar.

mVal – Occasional Teacher Evaluation Template   Pri

« mVal ◄ Done 🌐 Save ✍ Spell Check 🖨 Print

Recommendations for Professional Growth
LTO Procedure Reminders: The principal makes 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.
1. A section is provided on the form for the administrator to recommend goals for the Occasional teacher based on what has been observed, and discussed. 2. If you are the vice principal and conducting the evaluation this is a section where you could place the comment: ***Evaluation conducted by <your name>*** if it is not indicated on the evaluation. **Outcome of Evaluation** ☑ **Satisfactory**   Recommendations for Professional Growth: ☐ **Unsatisfactory** Additional Comments (optional)

Signing the Evaluation (for districts using paperless appraisals with electronic signatures)

LTO Procedure Reminders:
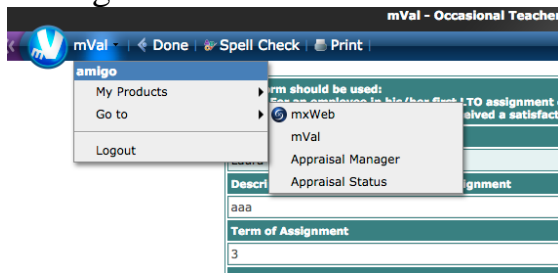- The occasional teacher signs the OT Evaluation Template to indicate receipt of the document.

Filing of reports

LTO Procedure Reminders:
- The principal provides a copy of the completed OT Evaluation Template to the occasional teacher prior to the expiration of the occasional teacher's contract within that school. (no need for a paper copy now that this process is in place, the teacher does have access to the evaluation)

- The occasional teacher signs the OT Evaluation Template to indicate receipt of the document.

- The principal provides a copy of the completed OT Evaluation Template to the board for retention in the board's records. (Since this is a paperless process the evaluation is stored in mVal and no paper copy is required to be sent into HR) HR is able to access the OT Evaluation Template.

IMPORTANT: If you followed procedures and locked the form prior to starting, the teacher is unable to view the evaluation in mVal. Administrators must grant permission in mVal for the teacher to see the form. This should be done as soon as the administrator is finished (can be done before or after signature process) Teachers will have the capability to view previous archived evaluations so it is very important to remove the LOCK TEACHER option.

1. Return to Appraisal Manager by clicking on mVal and selecting Go To – Appraisal Manager

2. From the list of teachers, highlight the Occasional Teacher you just completed and this will show all the appraisals for that teacher listed on the right hand side under the Evaluator Task tab.

3. Click on the Appraisal Name to open the next screen.

4. In the section titled 'PRI STATUS' (Principal Status) the template could read LOCK TEACHER. You should place the form in 'EDIT MODE which will allow the teacher to access their evaluation.

Teacher Name	Ms. Laura Dern		School Name	Demonstration Elementary School
Principal First Name	Helen		Principal Last Name	Amigos
Appraisal Name	OT Evaluation		Set Name	OT Evaluation
Appraisal created by	Helen Amigos		Date created	Wed Oct 21 2015, 12:51 PM
Appraisal Status	☐ Approved by Administrator		☐ Approved and completed by Principal	

	Form Name	Date	Adm. Status	Pri. Status	Tea. Sta
🖊🖥	Occasional Teacher Evaluation Template	🖩 <No dates set>	Not Approved	Edit Mode	Completed

5. The Occasional Teacher Evaluation form includes an electronic signature feature. Both the administrator and teacher are able to sign the form electronically, indicating completion of the process. The form is then stored electronically and can be retrieved by both teacher and administrator.

6. Ensure all fields in the form are complete, and all dates are entered.

7. **After the signature process, no changes can be made to the evaluation portions of the form.**

8. Click the box in the authorization section to indicate you have completed the evaluation. **After the signature process, no changes can be made to the evaluation portions of the form. Be Certain.**

Principal's Signature

My signature indicates that this evaluation was conducted in accordance with the requirements of the Occasional Teacher Evaluation.

sign	
	Date(yyyy/mm/dd)

Occasional Teacher's Signature

My signature indicates the receipt of this evaluation.

sign	
	Date(yyyy/mm/dd)

9. Enter your Password

10. Click Authenticate.

Principal's Signature ❌

Username: **amigo**

Password: ●●●●●●●●●●

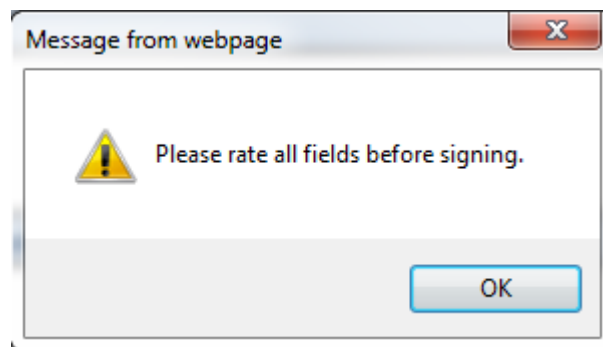Cancel   Authenticate

11. If you are missing any items in the form you will be alerted to complete.
 a.) All the dates for the **Overview Meeting**, the **Observation Date**(s), and **DeBrief**

Message from webpage

⚠ Please fill in the Overview Date before signing.

OK
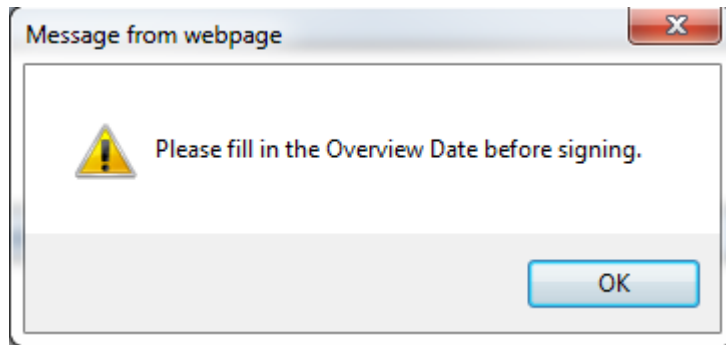
b) Rating all the Performance Expectations as **Development Needed** or **Meets Expectations**

Message from webpage

⚠ Please rate all fields before signing.

OK

c) Having an Overall Outcome of Evaluation as **Satisfactory** or **Unsatisfactory**

Message from webpage

⚠ Please fill in the Outcome of Evaluation before signing.

OK
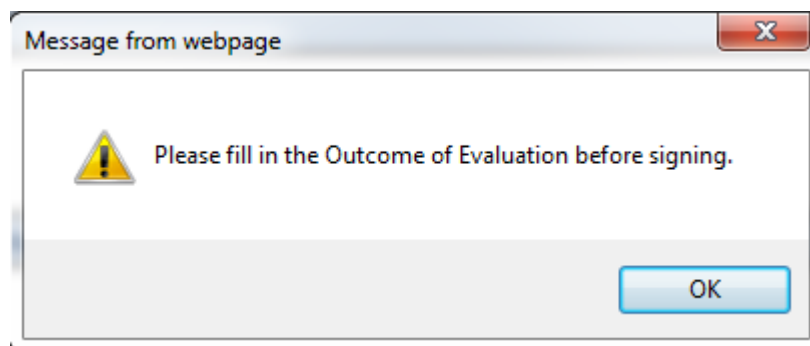
12. Your teacher should now be informed that you have completed the Occasional Teacher Evaluation and they are now required to authorize. Teachers have been provided with their own materials to access mVal and complete this process. IF you have authorized and unlocked the form they will be able to view the Evaluation.

13. Evaluations can be printed, and/or saved as a pdf at any time.

14. Teachers who forget passwords should be directed to the mVal software and the 'LOST PASSWORD?' feature.

15. Once electronic signatures are complete the form is saved.

16. When authorization is complete return to the Appraisal Status screen and click, **Approved and Completed by Principal** in order to have the Evaluation transfer to completion. It will not be coded complete without this step!!!!

Teacher Name	Ms. Laura Dern		School Name	Demonstration Elementary School
Principal First Name	Helen		Principal Last Name	Amigos
Appraisal Name	OT Evaluatoion		Set Name	OT Evaluation
Appraisal created by	Helen Amigos		Date created	Wed Oct 21 2015, 04:51 PM
Appraisal Status	☐ Approved by Administrator		☑ Approved and completed by Principal (09-21-2016)	
	Form Name	Date	Adm. Status	Prin. Status	**Tea. Status**
🔍 ⬤	**Occasional Teacher Evaluation Template**	*<No dates set>*	Not Approved	All Done	Completed

mVal Software Helpful Hints

- NEVER use the back arrow of the Internet browser…ONLY use the green bar of tabs on the mVal page.

- mVal automatically saves every 5 minutes. Regardless, save regularly and save often!

- mVal will automatically time-out after 20 minutes of inactivity., for security reasons

- Do NOT click on the "X" unless you wish to DELETE the appraisal/plan

- To improve the view on your computer screen, you may:

- Magnify the print on your screen by pressing Control +

- Maximize the mVal screen view by pressing F11