

# Occasional Teacher Evaluation

Teacher Handbook

October 2016



## ***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 does not exempt 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. The Human Resources Department 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 by all employees
9. The status of all planned appraisals is electronically updated in mVal through our HR department.
10. mVal electronically houses all and is updated regularly.
11. 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

<b>Performance Expectations and Possible Observable Indicators for the OT Evaluation</b>	<b>Possible Observable Indicators</b>
Creates a safe and inclusive learning environment	<ul style="list-style-type: none"> <li><input type="checkbox"/> follows appropriate legislation, local policies, and procedures with regard to student safety and welfare</li> <li><input type="checkbox"/> ensures and models bias-free assessment</li> <li><input type="checkbox"/> 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</li> </ul>
Models and promotes positive and respectful student interactions	<ul style="list-style-type: none"> <li><input type="checkbox"/> models and promotes the joy of learning</li> <li><input type="checkbox"/> effectively motivates students to improve student learning</li> <li><input type="checkbox"/> demonstrates a positive rapport with students</li> <li><input type="checkbox"/> promotes polite and respectful student interactions</li> <li><input type="checkbox"/> develops clear and achievable classroom expectations with the</li> </ul>
Demonstrates effective classroom management strategies	<ul style="list-style-type: none"> <li><input type="checkbox"/> demonstrates care and respect for students by maintaining positive interactions</li> </ul>
Demonstrates knowledge of the Ontario curriculum	<ul style="list-style-type: none"> <li><input type="checkbox"/> exhibits an understanding of the Ontario curriculum when teaching</li> <li><input type="checkbox"/> presents accurate and up-to-date information</li> <li><input type="checkbox"/> demonstrates subject knowledge and related skills</li> </ul>
Plans and implements meaningful learning experiences for all students	<ul style="list-style-type: none"> <li><input type="checkbox"/> applies knowledge about how students develop and learn physically, socially, and cognitively</li> <li><input type="checkbox"/> chooses pertinent resources for development of instruction</li> <li><input type="checkbox"/> organizes subject matter into meaningful units of study and lessons</li> <li><input type="checkbox"/> uses a clear and consistent format to plan and present instruction</li> <li><input type="checkbox"/> uses a variety of effective instructional strategies</li> <li><input type="checkbox"/> models and promotes effective communication skills</li> <li><input type="checkbox"/> uses instructional time in a focused, purposeful way</li> <li><input type="checkbox"/> assists students to develop and use ways to access and critically</li> </ul>
Differentiates instructional and assessment strategies based on student needs, interests and	<ul style="list-style-type: none"> <li><input type="checkbox"/> shapes instruction so that it is helpful to all students, who learn in a variety of ways</li> <li><input type="checkbox"/> responds to learning exceptionalities and special needs by</li> </ul>
Utilizes a variety of evidence-based assessment and evaluation strategies	<ul style="list-style-type: none"> <li><input type="checkbox"/> uses a variety of techniques to report student progress</li> <li><input type="checkbox"/> engages in meaningful dialogue with students to provide feedback during the teaching/learning process</li> <li><input type="checkbox"/> gathers accurate data on student performance and keeps comprehensive records of student achievement</li> <li><input type="checkbox"/> uses a variety of appropriate assessment and evaluation techniques</li> <li><input type="checkbox"/> uses ongoing reporting to keep both students and parents informed</li> </ul>

## Accessing mVal and your Appraisal

1. Navigate to the Login page for your district.
2. Enter your **Username** and **Password**

### BONNIE HOMEWOOD DEMO DATABASE



**Bonnie Demo**

Username:

Password:



3. Click on the mVal icon

4. You will now be on the **Appraise/Report** menu, select **My Appraisals**



5. There are two ‘tabs’ at the top of the screen: **Evaluator Task** and **Evaluatee Task**. Click on the appropriate tab in order to access the materials in each. The **Evaluator Task** area is where you will find appraisals completed by your administrators. They are only available to you once they are authorized by the administrator. **IF** your administrator has finished your Evaluation **and** authorized it for you to read, you will find it by clicking the **EvaluatorTask**.

Evaluator Task		Evaluatee Task		
Appraisal		View Appraisals		
	Name	Date	Principal	Status
	Appraisal 29	09-29-2016	Footman, Jane	In progress
				

6. Click on the Appraisal Name

7. A new screen will open with your information

8. The picture below is an example of an evaluation that has not been completed by the administrator. Notice the form name (Occasional Teacher Evaluation Template) is not in BOLD. You will be unable to open this document, the administrator has started your evaluation but has not completed and authorized it for your viewing, commenting and authorizing. If unable to find your appraisal, or it appears like this, speak to your administrator about authorizing the evaluation and releasing it to you in order to view.

Teacher Name	Ms. Laura Dern	School Name	Demonstration Elementary School		
Principal First Name	Jane	Principal Last Name	Footman		
Appraisal Name	Appraisal 26	Set Name	OT Evaluation		
Appraisal created by	Helen Amigos	Date created	Wed Sep 21 2016, 11:49 AM		
Appraisal Status	<input type="checkbox"/> Approved by Administrator <input type="checkbox"/> Approved and completed by Principal				
	Form Name	Date	Adm. Status	Pri. Status	Tea. Status
	Occasional Teacher Evaluation TemplateE	 <No dates set>	Not Approved	Lock teacher	Edit Mode

9. The example below is an example of a completed evaluation. The Form Name is in BOLD (Occasional Teacher Evaluation Template). This indicates that the administrator has completed the form, authorized it and has released it to be viewed, printed, commented on and authorized by you in order to complete the process.

<b>Teacher Name</b>	Ms. Laura Dern	<b>School Name</b>	Demonstration Elementary School		
<b>Principal First Name</b>	Helen	<b>Principal Last Name</b>	Amigos		
<b>Appraisal Name</b>	OT Evaluatoion	<b>Set Name</b>	OT Evaluation		
<b>Appraisal created by</b>	Helen Amigos	<b>Date created</b>	Wed Oct 21 2015, 12:51 PM		
<b>Appraisal Status</b>	<input type="checkbox"/> Approved by Administrator <input checked="" type="checkbox"/> Approved and completed by Principal (09-21-2016)				
	<b>Form Name</b>	<b>Date</b>	<b>Adm. Status</b>	<b>Pri. Status</b>	<b>Tea. Status</b>
	<b>Occasional Teacher Evaluation Template</b>	<No dates set>	Not Approved	All Done	Completed

10. Click on the form name, and the evaluation document will open.

This form should be used:  
 a. For an employee in his/her first LTO assignment of four months or longer and/or  
 b. For an employee who has not received a satisfactory rating in his/her first or subsequent appraisal.

<b>Occasional Teacher's Name</b>	<b>Principal's Name</b>	
Laura Dern	Helen Amigos	
<b>Description of Occasional Teacher's Assignment</b>	<b>Name of School</b>	
aaa	Demonstration Elementary School	
<b>Term of Assignment</b>	<b>Name of Board</b>	
3	Demonstration District	
<b>Meeting and Classroom Observation Dates</b>		
<b>Overview:</b>	2015/10/08	<b>Classroom Observation:</b> 2015/10/14
		<b>De-brief:</b> 2015/10/14

  

**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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Models and promotes positive and respectful student interactions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrates effective classroom management strategies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrates knowledge of the Ontario curriculum	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Plans and implements meaningful learning experiences for all students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Differentiates instructional and assessment strategies based on student needs, interests and learning profiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Utilizes a variety of evidence-based assessment and evaluation strategies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments</b>		

## Signing your Evaluation

### Overview:

1. 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.
2. The form is then stored electronically and can be retrieved by both teacher and administrator.
3. After the signature process, no changes can be made to the evaluation portions of the form.
4. There are two possibilities for completing the teacher signature section of the form
  - After the form has been reviewed by both principal and teacher (a printed copy reviewed by the teacher or viewed on screen) it can be signed by both during that meeting using the Principal's computer  
OR
  - The teacher can log into mVal, review the evaluation and indicate receipt at a later date
5. Evaluations can be printed and/or saved as a pdf at any time.

**Process:**

1. An optional section can be found at the bottom of the form to allow comments.
2. When ready the principal and/or occasional teacher select the 'sign' button in order to complete the process

**Outcome of Evaluation**

**Satisfactory**  
 **Unsatisfactory**

Recommendations for Professional Growth:

Additional Comments (optional)

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**Principal's Signature**

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

Helen Amigos 2016/09/21  
Date(yyyy/mm/dd)

**Occasional Teacher's Signature**

My signature indicates the receipt of this evaluation.

sign Date(yyyy/mm/dd)

Occasional Teacher's Comments on the Evaluation (optional):

3. To authenticate the signature you will be asked for your password. Administrators do not have teacher passwords. If you have any difficulty with your password return to the mVal log in screen and select the **Lost Password** option.

4. Put in your password



**Teacher's Signature**

Username: **amigo**

Password:

Cancel Authenticate

5. Click Authenticate

6. Once electronic signatures are complete the form will be saved and locked.