

# PERFORMANCE APPRAISAL CHECKLIST

*Being evaluated? Here is a checklist to help you with the process.*

## NECESSARY NOTIFICATION

**Date received** \_\_\_\_\_

- The Board must notify you within your first 20 teaching days of the year in which you are evaluated.

## PREPARING FOR YOUR PRE-OBSERVATION MEETING

**Date scheduled** \_\_\_\_\_

- Read over the 'Teacher Performance Appraisal Manual' supplied by the school, or at [www.edu.gov.on.ca/eng/teacher/manual.pdf](http://www.edu.gov.on.ca/eng/teacher/manual.pdf)
- Check the OECTA 'Survival Guide for Completing your Mandatory Annual Learning Plan.' [www.oecta.on.ca/survival.pdf](http://www.oecta.on.ca/survival.pdf)
- Know your rights under the law, the regulations, and the collective agreement.
- Prepare a draft 'Annual Learning Plan' in advance. It should have only one objective that can be met in one year and fits your individual professional growth interests.

## THE PRE-OBSERVATION MEETING

**Date held** \_\_\_\_\_

- Ensure that you have been given sufficient time to prepare, and have received copies of all forms. Check your collective agreement.
- The evaluator must be the Principal (assigned to your school), VP or a Supervisory Officer (not a department head or colleague).
- Consult with the evaluator regarding your 'Annual Learning Plan.'
- This meeting is to discuss competencies to be assessed during the classroom observation. Be specific about the competencies to be observed.
- Set a firm date for a classroom observation so that you can prepare fully.
- Get a copy of the 'Pre-Observation Meeting Form' for your records.

## THE CLASSROOM OBSERVATION

**Date scheduled** \_\_\_\_\_

**Date held** \_\_\_\_\_

The evaluator must not assign rankings to "look-fors" or require all "look-fors" to be observed.

- Only the 16 competencies are to be evaluated.
- The evaluation should only focus on what can be observed during the lesson and what was agreed upon in the pre-observation meeting.

## THE POST-OBSERVATION MEETING

**Date held** \_\_\_\_\_

- Register any objections with the process (e.g. insufficient time or notice given)
- Is the assessment fair and based on objective criteria from the classroom visit?
- Are all comments valid?
- Insist on seeing all parental and student input that will be considered and respond if necessary.
- Finalize your 'Annual Learning Plan.' Remember that it is YOUR plan. You are required to consult with the Principal but NOT to modify your plan just to suit school administrators.
- You have the option to write summary comments. Do so if you have any issues or objections that were raised in the meeting. Do not submit any written comments without first seeking advice from OECTA. Do not allow negative comments to be inserted without a rebuttal. Silence is acquiescence.
- Sign the 'Post-Observation Meeting Form' to acknowledge only that you have received it. (If you disagree with the evaluation, indicate that you are not in agreement but are merely signing your receipt of the copy.) Call your local OECTA Unit Office immediately for further directions.

## SUMMATIVE REPORT FORM

**Date received** \_\_\_\_\_

- Was completed after the post-observation meeting and given to you signed by the Principal within twenty (20) school days after the classroom visit.
- You have the option to write comment(s) on the evaluation. Do so if you disagree with the evaluation.
- You can have a meeting with the Principal to discuss this report if you so request. Bring a staff rep or colleague with you (if you wish) especially if the report was negative or unsatisfactory.

## IF YOU RECEIVE AN UNSATISFACTORY RATING OR YOU ARE PUT ON REVIEW

- Ensure that you understand clearly the reasons for the rating, the actions you need to take and what time, help and other resources will be provided to ensure your success. Document this process.
- Call your local OECTA Unit Office or your Provincial Grievance Officer immediately.