



**HAMILTON-
WENTWORTH**
DISTRICT
SCHOOL
BOARD

Policy No. 8.09
Staff

PERFORMANCE APPRAISAL

Date Approved: June, 2004

Projected Review Date: 2007/06

Policy Statement: It is the policy of The Hamilton-Wentworth District School Board to

- ensure that all students receive the benefit of an educational system staffed by competent and effective staff
- provide fair, effective, and consistent evaluation in every school and department
- promote the professional growth of its staff
- assist employees to identify career and leadership goals.

Rationale

It is the obligation of The Hamilton-Wentworth District School Board to provide the highest quality of education possible to our students. In this respect, it is essential that all Board employees carry out their responsibilities in a co-operative and professional manner, working in compliance with Board policy and procedures, the Education Act, and other related legislation.

- **Teacher Performance Appraisal (Addendum 1)**

TEACHER PERFORMANCE APPRAISAL*

1. **Responsibility:** Principals, Superintendents, Director

2. Guiding Principles for Teacher Performance Appraisal

The Hamilton-Wentworth District School Board supports the following guiding principles for the teacher performance appraisal process:

- 2.1 Teacher performance appraisals apply to members of the Elementary Teachers' Federation of Ontario (ETFO) and the Ontario Secondary School Teachers Federation (OSSTF), and teachers on a Letter of Permission;
- 2.2 Occasional or continuing education teachers, supervisory officers, principals, and vice principals are not evaluated by this process;
- 2.3 Teacher performance appraisal reflects the duties and expectations in accordance with the Education Act, and with the regulations and guidelines of the Ministry of Education and the Board;
- 2.4 Teachers accept responsibility to determine their own professional growth recognizing expectations of the Ontario College of Teachers' Standards of Practice;
- 2.5 Teachers recognize that continuous professional growth is an integral part of teaching
- 2.6 The process provides opportunities for growth, continuous improvement, and concrete steps and support for improvement in areas of concern;
- 2.7 Principals and vice-principals shall be responsible for conducting performance appraisals of teachers in their schools;
- 2.8 Where appropriate, supervisory officers, or designate, will conduct performance appraisals of consultants;
- 2.9 Supervisory officers are responsible for supervising the completion of performance appraisals;
- 2.10 The director, or designate, is responsible for ensuring that teacher performance appraisals are conducted, and for implementing appropriate disciplinary action when performance appraisals are not completed according to schedule.

* **Performance Appraisal** is a process consisting of 2 evaluations in a 1 year time-frame.

** **Evaluation** is a summative report with a rating of exemplary, good, satisfactory or unsatisfactory.

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