



Performance Appraisal Report

Name:	Title:	ESL/LINC Instructors
Reports to:	Title:	Location:
		Date of Appraisal:

Core Competencies	Rating Scale				Comments/Evidence
	U	MP	S	HS	
<p>Personal Demonstrates the knowledge, skills, values and motivations to function successfully in the role.</p> <p>Professionalism</p> <ul style="list-style-type: none"> ➤ Communicates information from a bias-free, multicultural perspective and establishes a safe and positive learning environment ➤ Knows, follows and explains appropriate legislation, HWDSB and CCE policies and procedures consistently ➤ Demonstrates a positive, professional attitude when communicating with learners and colleagues and promotes respectful interactions ➤ Manages time effectively and adheres to deadlines <p>Self Development</p> <ul style="list-style-type: none"> ➤ Pursues and effectively shares knowledge about current thinking, trends, and practices in education with colleagues ➤ Models and pursues continuous learning ➤ Observes other instructors, models best practices and effectively applies new information/techniques to enhance instructional practice <p>Problem-Solving</p> <ul style="list-style-type: none"> ➤ Works co-operatively with colleagues and CCE support team to solve learner, classroom and site concerns ➤ Demonstrates reflective practice 					

<p>Interpersonal Demonstrates the skills and practices to work effectively with others.</p> <p>Communicating</p> <ul style="list-style-type: none"> ➤ Demonstrates effective use of technology as it relates to site operations and board expectations ➤ Uses technology appropriately to improve efficiency and effectiveness in planning, instructional delivery, reporting procedures and decision-making <p>Collaborating</p> <ul style="list-style-type: none"> ➤ Works collaboratively with others to reach a common goal ➤ Fosters partnerships in the community to support learner and program growth ➤ Initiates contact with other professionals and community agencies to assist learners and their families ➤ Shares instructional strategies and learning acquired through participation in workshops or conferences with colleagues <p>Sustaining Relationships</p> <ul style="list-style-type: none"> ➤ Maintains positive working relationships with colleagues, learners and CCE administrative staff ➤ Participates as an effective team member and shares expertise with others, for example, by acting as a mentor or peer coach ➤ Serves as a resource to colleagues, for example, in the effective use of technology, assessment strategies, and classroom management ➤ Has an awareness of internal and external partnerships and builds relationships with all stakeholders <p>Resolving Conflict</p> <ul style="list-style-type: none"> ➤ Uses appropriate strategies to identify and resolve conflict with staff and learners ➤ Engages others effectively through shared problem-solving and conflict resolution ➤ Respects diversity and promotes an inclusive learning environment 					
<p>Organizational Organizes and manages work related tasks efficiently and effectively.</p> <p>Focus on Results</p> <ul style="list-style-type: none"> ➤ Establishes an environment that maximizes learning and communicates clear, challenging and achievable 					

<p>expectations for learners</p> <ul style="list-style-type: none"> ➤ Uses a variety of assessment strategies and instruments to gather accurate data on learner performance ➤ Organizes instructional time by providing for the needs of all learners and is accountable for learner satisfaction and achievement ➤ Collaborates with learners to determine pathways and set appropriate goals in response to learner assessments, monitoring and needs <p>Flexibility</p> <ul style="list-style-type: none"> ➤ Recognizes and adapts to change in a positive and professional manner and explores viable options ➤ Views change as an opportunity 					
<p>Job Specific Demonstrates proficiency in work related tasks.</p> <p>Planning and Curriculum</p> <ul style="list-style-type: none"> ➤ Demonstrates comprehensive understanding of ministry mandated curriculum and Principles of Adult Learning ➤ Uses a variety of effective and relevant materials, resources and teaching aids to enhance learning ➤ Develops effective and relevant short-term and long-range lesson plans <p>Delivery of Program</p> <ul style="list-style-type: none"> ➤ Shapes instruction appropriately to ensure that it responds to the learning styles of adult learners ➤ Incorporates a variety of teaching/learning strategies to engage learners and differentiates instruction to respond to the diverse needs of learners ➤ Displays and utilizes learners' work for a variety of instructional/learning experiences (motivational and exemplars) ➤ Models and promotes effective use of technology to enhance classroom instruction and learner participation <p>Learner Assessment/Monitoring/Evaluation</p> <ul style="list-style-type: none"> ➤ Uses appropriate diagnostic techniques to assess student difficulties and aligns assessment strategies with learning objectives ➤ Employs summative and formative assessments on a regular basis to check understanding and provides responsive and thoughtful feedback on assignments 					

<ul style="list-style-type: none"> ➤ Effectively uses learner work to diagnose learning difficulties and applies appropriate remediation ➤ Gathers accurate data on learner performance, keeps comprehensive records of learner achievements and encourages learners to know about, reflect on, and monitor their own learning ➤ Uses a variety of appropriate assessment and evaluation techniques to report learner progress 					
<p>Healthy Workplace</p> <ul style="list-style-type: none"> ➤ Implements and effectively explains statutes and regulations with regards to learner safety and welfare ➤ Promotes healthy workplace initiatives and creates, reinforces and sustains relationships and communications that have a positive impact on workplace culture ➤ Demonstrates commitment to the well-being, health and development of all learners 					

Overall Rating:

- Unsatisfactory**

 Making Progress

 Successful

 Highly Successful

<p>Employee Summary Comments (Optional):</p> 	<p>Supervisor Summary Comments and Suggestions for Growth:</p>
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Employee Acknowledgement
 (Acknowledging receipt of Report)

Supervisor's Signature

<p>Rating Scale:</p>	<p>Unsatisfactory - Employee is not meeting expected performance standards and needs to make significant improvement in job performance – regardless of reason, lack of desired achievement during review period.</p>	<p>Making Progress - Employee is moving toward meeting expected performance standards – improvement needed in some areas – expect success in near future.</p>	<p>Successful - Employee consistently completes job assignments as expected in terms of quality and schedule – solid, fully competent in aspects of job.</p>	<p>Highly Successful - Employee consistently goes beyond job requirements – evidence external and internal to the Board.</p>
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Copies: **Original – H.R. File** **Copy – Immediate Supervisor** **Copy - Employee**