



PROCEDURE:	Pr H: 01C
EFFECTIVE:	June 23, 2008
AMENDED:	
RELATED POLICIES:	H:01
REPEALS:	
REVIEW DATE:	2010-2011

1.0 Objective

- 1.1 The Windsor-Essex Catholic District School Board recognizes that the objectives of performance management and appraisal systems for teachers are:
- To ensure that students receive the benefit of an education system staffed by teachers who are performing their duties satisfactorily.
 - To provide fair, effective, and consistent teacher evaluation in every school.
 - To promote professional growth.

2.0 Guiding Principle

- 2.1 The Windsor-Essex Catholic District School Board believes that quality teaching is of critical importance to a sound educational program and, as such, thorough and regular performance appraisal of teachers is crucial to improving the total educational process.

3.0 Definitions

- 3.1 “New Teachers” for the purpose of this procedure, are defined as all teachers certified by the Ontario College of Teachers (including teachers trained out-of-province) who have been hired into permanent positions – full-time or part-time- by a school board, school authority, or provincial school (“board”) to begin teaching for the first time in Ontario. Teachers are considered “new” until they successfully complete the New Teacher Induction Program or when 24 months have elapsed since the date on which they first began to teach for a board.
- 3.2 “Experienced Teachers” for the purpose of this procedure, are defined as all teachers employed by the Windsor-Essex Catholic District School Board who are members of either the Ontario English Catholic Teachers’ Association (OECTA) Elementary or Secondary Bargaining Units, who have successfully completed the New Teacher Induction Program (NTIP) or, subject to any extension provided within the regulations, those members whose 24-month new teaching period has elapsed. “Experienced Teachers” shall not include occasional teachers, continuing education teachers, supervisory officers, principals, vice-principals, or instructors in teacher-training institutions.

- 3.3 “Occasional Teacher” for the purpose of this procedure, shall mean a teacher as defined in Part X.1 of the Education Act and who is a member of OECTA Occasional Teachers.

4.0 Performance Appraisals for New Teachers

- 4.1 New teachers shall participate in the New Teacher Induction Program (NTIP) and their performance shall be appraised in accordance with the procedure detailed within the Ministry of Education manuals for the application of the New Teacher Induction Program.
- 4.2 Performance appraisals of new teachers shall be the responsibility of the principal, vice-principal, or as required, Superintendent of Schools. The principal or vice-principal shall inform and consult with the Superintendent of Schools and the Superintendent of Human Resources when he or she believes a new teacher is proceeding with difficulty and anticipates the first evaluation may indicate “Development Needed”. The principal or vice-principal shall continue to inform and consult with the Superintendent of Schools and the Superintendent of Human Resources on the progress of that new teacher and in accordance with the Education Act, its regulations, and the Manual for Performance Appraisal of New Teachers.

5.0 Performance Appraisals for Experienced Teachers

- 5.1 Experienced teachers shall be appraised in accordance with the procedure detailed within the Ministry of Education manuals for the performance appraisal of experienced teachers.
- 5.2 Performance appraisals of experienced teachers shall be the responsibility of the principal, vice-principal, or as required, Superintendent of Schools. The principal or vice-principal shall inform and consult with the Superintendent of Schools and the Superintendent of Human Resources at any time when he or she believes an experienced teacher is performing with difficulty. Where an appraisal has resulted in an unsatisfactory rating, the principal or vice-principal shall inform the Superintendent of Schools and the Superintendent of Human Resources, provide all required documentation, and consult with the Superintendent of Schools and the Superintendent of Human Resources as further required and in compliance with the Education Act, its regulations, and the Ministry of Education manual for the performance appraisal of experienced teachers.

6.0 Performance Appraisals for Occasional Teachers

- 6.1 Performance appraisals for occasional teachers shall be conducted pursuant to a performance appraisal procedure determined by Board administration, in consultation with the occasional teachers’ bargaining unit.

7.0 References

The Education Act

Regulation 266/06 New Teacher Induction Program

Regulation 99/02 Teacher Performance Appraisal

Ministry of Education Manual for Performance Appraisal of New Teachers

Ministry of Education Manual for Performance Appraisal of Experienced Teachers

Board Policy A:01 Staff Performance Appraisals