POLICY:	OCCASIONAL TEACHER EVALUATION -CASUAI/LONG TERM/OCCASIONAL	#	823		
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APPROVAL/REVISION DATE:	May 10, 2021	EFFECTIVE DATE:	May 11, 2021	REVIEW DATE:	May 11, 2026
CROSS REFERENCE:					

A: POLICY

1. 1.1 The Board recognizes the importance of a system of evaluation to provide for professional growth and assessment of its occasional teaching staff and to ensure the quality of education experienced by the students in its care.

1.2 It is the policy of the Board to provide its occasional teachers with professional evaluation which is constructive, open and honest.

1.3 The purpose of the Board's Occasional Teacher Evaluation - Casual & Long-Tem Occasional policy are as follows:

1.3.1 To improve the quality of education.

1.3.2 To guide decisions related to retention.

1.3.3 To provide a mechanism to recognize the work and efforts of its occasional teaching staff.

1.3.4 To provide occasional teachers with professional evaluation of their services.

B: GUIDELINES

2. Characteristics of the Evaluation Process

To conform with Board expectations the evaluation process will:

2.1 focus on improvement,

2.2 be related to the aims and objectives of the Ministry of Education and the Thunder Bay Catholic School District Board

2.3 be conducted in a professional manner,

2.4 require that criticism be constructive and be accompanied by suggestions for improvement and professional growth,

2.5 ensure that occasional teachers are informed of the process and criteria employed in occasional teacher evaluation by providing a copy of the Occasional Teacher Evaluation Policy #823 to all occasional teachers at the time of placement on the Occasional Teacher List.

2.6 respect the dignity of everyone involved in the evaluation process.

3. Board Evaluation

3.1 Responsibility for the evaluation of occasional teaching staff will be limited to principals, supervisory officers and vice-principals.

3.2 The Director may assign another principal or supervisory officer to participate in the evaluation of an occasional teacher.

3.3 Where an occasional teacher requests an additional *evaluation*, the Director may grant the request and name the evaluator.

4. General Guidelines

4.1 The evaluation of Casual Occasional *T*eachers should take place according to the following guidelines:

I) at the discretion of the Principal or, where appropriate, the Vice-Principal with appropriate notice

ii) upon identification of work performance problems;

iii) upon the accumulation of a minimum of 50 teaching days.

4.2 The evaluation of Casual Occasional Teachers may take place at the written request of the Casual Occasional Teacher to their appropriate superintendent.

4.3 All Long-Term Occasional Teachers will be evaluated by the Principal or, where appropriate, the Vice-Principal during the course of their long-term occasional assignment.

4.3.1 Long-term occasional teaching assignments of less than forty school days duration should be based on the equivalency of one half day visitation to the classroom.

4.3.2 Long-term occasional teaching assignments of more than forty school days duration should be based on the equivalency of one full day visitation to the classroom.

4.3.3 A pre-visitation conference should be arranged between the evaluator and the occasional teacher to review and clarify the Board's evaluation policy for occasional teachers and to review the criteria to be employed in the evaluation process (as outlined in the Occasional Teacher Evaluation form

4.3.4 A post-visitation conference shall be held between the occasional teacher and the evaluator. The purpose of the post-visitation conference is to review the completed Occasional Teacher Evaluation Form.

4.3.4.1 to share the observations and insights gained by the evaluator during the classroom visit,
4.3.4.2 to discuss classroom routines, schedules and organization,
4.3.4.3 to identify strengths and weaknesses,
4.3.4.4 to discuss strategies that will improve the teaching/learning situation in the classroom.

4.4 The Board may, in its discretion, evaluate Casual or Long-Term Occasional teachers at any time with appropriate notice during the course of their employment with the Board.

5. Written Evaluation

5.1 A Casual Occasional Teacher evaluation and a Long Term Occasional Teacher evaluation will be completed on the appropriate form provided.

5.2 Casual Occasional Teachers and Long Term Occasional Teachers will be required to sign copies of all evaluations confirming receipt only and shall be given one copy for their personal retention.

5.3 An occasional teacher wishing to comment on any aspect of the evaluation may do so within five (5) days from receipt of the evaluation and such reply shall be attached to the evaluation and become a part of the occasional teacher's file.