

## Appendix A Summative Report Form for New Teachers (Approved Form)

This form must be used for each appraisal. The duties of the principal may be delegated to a vice-principal in the same school, or an appropriate supervisory officer.

Boards are not allowed to remove any of the content from this approved form. Boards may add information, such as additional competencies (Section 277.32 of the *Education Act*), as long as this does not affect the substance of the form or mislead, and the form is organized in substantially the same way as the approved form.

**Teacher's Last Name**

**Teacher's First Name**

**Principal's Last Name**

**Principal's First Name**

**Name of School**

**Name of Board**

**Description of Teacher's Assignment (Grade(s), Subject(s), Full-time/Part-time, Elementary/Secondary, etc.)**

**Meeting and Classroom Observation Dates (yyyy/mm/dd)**

Pre-observation:

Classroom Observation:

Post-observation:

### Instructions to the Principal

1. This report must be completed after the post-observation meeting.
2. A copy signed by the principal must be provided to the teacher within 20 school days after the classroom observation. If the rating is not *Satisfactory*, the principal shall follow the steps outlined in 11.2.2 within 15 school days of determining the rating is not *Satisfactory*.
3. The teacher must sign this report to acknowledge receipt of the report. At the request of either the teacher or the principal, the teacher and the principal must meet to discuss the performance appraisal after the teacher receives a copy of this report.
4. A copy of this report signed by both the principal and the teacher must be sent to the appropriate board.
5. In preparing the summative report, the principal must:
  - assess the teacher's performance in relation to the eight competencies for new teachers (at a minimum) and provide comments for each competency;
  - indicate whether the teacher has participated in the New Teacher Induction Program;
  - provide an overall rating of the teacher's performance in accordance with the rating scale;
  - provide growth strategies for the teacher's development.

### Participation in the New Teacher Induction Program

The teacher participated in/is participating in (Check all that apply):

- Orientation                       Mentoring                       Professional Development

### Other Appraisal Input Relevant to the Principal's Appraisal of the Teacher's Performance

### Instructions to the Principal: A comment must be provided for each competency.

#### Commitment to Pupils and Pupil Learning

The teacher demonstrates commitment to the well-being and development of all pupils.

The teacher is dedicated in his or her efforts to teach and support pupil learning and achievement.

The teacher treats all pupils equitably and with respect.

The teacher provides an environment for learning that encourages pupils to be problem solvers, decision makers, lifelong learners, and contributing members of a changing society.

#### Professional Knowledge

The teacher knows his or her subject matter, the Ontario curriculum, and education-related legislation.

**Professional Practice**

The teacher uses his or her professional knowledge and understanding of pupils, curriculum, legislation, teaching practices, and classroom management strategies to promote the learning and achievement of his or her pupils.

The teacher communicates effectively with pupils, parents, and colleagues.

The teacher conducts ongoing assessment of his or her pupils' progress, evaluates their achievement, and reports results to pupils and parents regularly.

**Additional Competencies**

**Overall Rating of Teacher's Performance**

For a description of the ratings, refer to the rubric found in the *Manual for the Performance Appraisal of New Teachers*, Appendix B. (Check the appropriate box.)

*Satisfactory*

*Development Needed*

If the teacher received a Development Needed performance rating in a previous appraisal, use the following rating scale:

*Satisfactory*

*Unsatisfactory*

### Growth Strategies for the Teacher

(Check the appropriate box.)

An Enrichment Plan (required following a *Development Needed* performance rating) or Improvement Plan (required following an *Unsatisfactory* performance rating) will be developed.

OR

The teacher received a *Satisfactory* performance rating. The following growth strategies have been identified for the teacher's consideration to assist in his or her ongoing development:

**Growth Strategies:**

Principal's Summary Comments on the Appraisal (optional)

Teacher's Comments on Progress to Date (optional)

### Principal's Signature

My signature indicates that this performance appraisal was conducted in accordance with Part X.2 of the Education Act and Ontario Regulations 99/02, as amended.

X

Date (yyyy/mm/dd)

### Teacher's Signature

My signature indicates the receipt of this summative report.

X

Date (yyyy/mm/dd)