**Teacher Performance Appraisal – New Teachers**

**Pre-Observation Meeting**

* Know your Board documents – ask questions to clarify the process and expectations.
* Choose an optimal time and date for the observation.
* Describe the lesson to be observed.
* Be prepared to speak to the following:
	+ your successes and strengths as well as anything you would like feedback on in particular;
	+ characteristics of your students/class;
	+ the lesson which will be observed (include modifications required);
	+ the assessment;
	+ the resources used;
	+ curriculum expectations;
	+ the competencies to be addressed and examples of how you will demonstrate each.
* Consider bringing samples of student work, portfolios, artifacts to demonstrate evidence of your practice and strengths.

**Pitfalls to Avoid**

* Reluctance to engage in professional dialogue about your teaching practice.
* Lack of dialogue about expectations.
* Lack of preparation:
	+ incomplete/vague lesson plans;
	+ lesson plans not connected to the curriculum;
	+ lack of assessment strategies;
	+ using a limited range of assessment strategies;
	+ lack of long range/short range plans.
* Lack of evidence in addressing competencies.

**Classroom Observation(s)**

* Should occur on the date/time agreed upon.
* Pay attention to transitions and pacing.
* Demonstrate your behaviour management techniques.
* Check your pre-observation notes to review the focus competencies.
* Jot down some notes following the observation.
* Ask for informal feedback.
* If another observation is required, use the time between to make changes.

**Pitfalls to Avoid**

* Trying a new instructional strategy.
* Not preparing your classroom for the evaluation.
* Not dealing with a behaviour issue.

**Post-Observation Meeting**

The evaluator will:

* discuss the classroom observation including the agreed upon competencies identified in the pre-observation meeting;
* comment on competencies that were not part of the observation:
	+ be prepared to speak to and show evidence of other competencies
* provide feedback and make recommendations:
	+ be prepared to ask questions so you fully understand the feedback;
	+ be prepared to provide input on these recommendations – after all, it is your professional growth.

**Remember**:

* this is your opportunity to identify any concerns you have about the process;
* if you need more time to consider the content of this meeting, request an opportunity to reconvene.

**Summative Report**

* There should be no surprises in the content of the report or the rating and recommendations.
* Sign to acknowledge receipt.
* **If you do not agree with the report, you have some options for follow-up. Contact the federation to discuss your concerns**.

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