

# **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.**

