

Long Term Occasional Teacher's Evaluation

Instructions to Occasional Teacher

All teachers who are assigned a Long Term Occasional Assignment will be evaluated during the course of their placement. This evaluation will become an important artifact to each occasional teacher as it will provide feedback for professional growth and may support the pursuit of a permanent position within the teaching profession. It is our intention that this memo will assist you through the process of preparing for the evaluation.

- The Principal or Vice Principal will complete the evaluation
- The evaluation will be completed as follows:
 - Long term occasional assignments 1 - 10 months – Once (1)
 - Second evaluation to occur if first is unsatisfactory
 - A second evaluation may be requested by the principal or occasional teacher at any time

Process for completion of LTO Evaluation

- Meet with the occasional teacher to discuss the evaluation criteria and to set a time for the observation. A copy of the evaluation is to be provided to the teacher.
- The observation will be conducted no sooner than two weeks following the initial meeting.
- The administrator will complete the LTO evaluation. They will comment on all competencies.
- The completed LTO evaluation will be reviewed with the occasional teacher.
- The occasional teacher will be provided an opportunity to comment on the LTO evaluation and will sign the completed evaluation. The signature of the LTO indicates that they have completed the LTO evaluation process as outlined. The signature indicates receipt of the evaluation and is not necessarily agreement with the content.
- The teacher and the administrator retain a copy of the evaluation.
- The completed, **original** evaluation is submitted to the attention of Teacher Personnel, Human Resources, Catholic Education Centre.

OECTA – OT Collective Agreement

LETTER OF INTENT #1

A Long Term Occasional Teacher employed on a Long Term Occasional Assignment will be evaluated by the administrator at the school after one (1) month in the classroom, upon request by the Occasional Teacher with a minimum of two (2) weeks notice. This does not preclude the administrator's discretion to evaluate the Occasional Teacher at any other time. Should the evaluation not be positive, the administrator will endeavour, where possible, to re-evaluate the Long Term Occasional Teacher before the end of the assignment thereby giving him/her time for professional growth, and to improve his/her teaching and/or classroom management skills.