

September 12, 2017

TO: Secondary Principals, Vice-Principals
Secondary Teachers

CC: Wendy Dowling, Associate Director of School Support Services
Superintendents of Education
Dawn Beckett-Morton, Director of Human Resources Support Services

RE: Best Practices for Teacher Performance Appraisal

Throughout the first half of the 2016-2017 school year, a committee made up of secondary Principals & Vice-Principals, staff from Human Resources Support Services, staff from the Director's Office and members of the OSSTF District 19 Executive worked collaboratively to develop the attached materials which provide guidance and a set of best practices related to Teacher Performance Appraisals (TPAs) at the secondary level. The purpose of this joint committee was to assist teachers and administrators in conducting TPAs in a consistent manner across the Peel District School Board.

Accompanying this memo are three documents.

1. **Teacher Performance Appraisal – Directions & Best Practices (Secondary)** – This document is aligned with the Ministry of Education's *Technical Requirements Manual* for TPAs and summarizes the TPA process related to:
 - a. Communication to Teachers
 - b. Timing of TPAs
 - c. Notification of the TPA
 - d. Appraisal Parameters
 - e. Out of Cycle TPAs
 - f. Unsatisfactory TPAs
2. **Appendix A** – This template letter is to be used to inform secondary teachers that they are due to engage in the Teacher Performance Appraisal (TPA) Process during the current school year.
3. **Pre-Observation Instructions** – This document outlines the TPA process and the documents to be submitted for the process. Note that it differentiates between documents that teachers are required to make available (mandatory) from additional documentation that teachers may choose to provide to highlight teaching practice at the school (optional).

We trust that you will find these materials helpful as you engage in the TPA process for 2017-2018.

Thank you.



Poleen Grewal, Associate Director
Instructional & Equity Support Services



Mike Bettiol, President
OSSTF, District 19