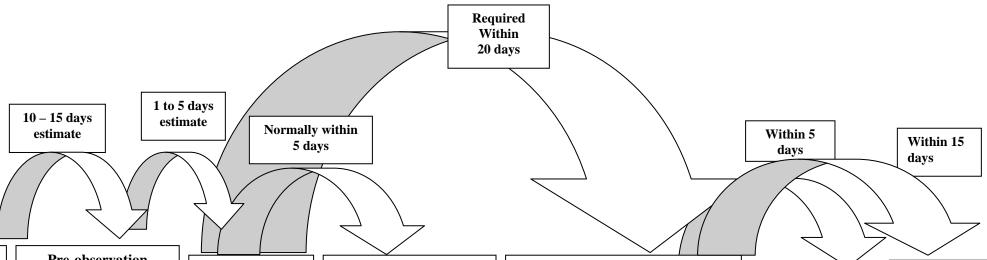
"AT A GLANCE" NTIP – NEW TEACHER - TPA



Setting the Dates

The Teacher and Principal will meet regarding the items indicated below.

- Begin professional dialogue with regards to the NTIP-TPA process and the expectations for the Pre-observation Meeting.
- Establish timelines so that the process will not exceed 20 days from the day of Observation to receipt of the Summative Report
- Jointly establish the class, date and time of the observation

Pre-observation Meeting

The Teacher and Principal will meet regarding the items indicated below.

- Prepare for the observation
- Discuss the lesson plan
- Review competencies, rubric and the NTIP Strategy Form and Evidence Log
- Discuss the collection of evidence as outlined on page 78 and 79 of the *Manual*

Observation

- One lesson/period
- Teacher to be observed in the usual instructional setting

Post Observation Meeting

The Principal and Teacher will meet as soon as possible after the observation (normally within 5 days) regarding the items indicated below.

- Review the competencies observed and the results of the classroom observation
- Summarize the observation
- Discuss strategies for growth
- Finalize what evidence is still required for the completion of the Summative Report
- Review the NTIP Strategy Form

Summative Report

The Summative Report will contain the items listed below.

- Comments on each competency
- Where applicable descriptions of what was observed during the classroom visit
- An overall rating that reflects a holistic consideration of the eight competencies
- An indication of the meeting dates and participation in the elements of NTIP
- A list of growth strategies for a Teacher who received a Satisfactory rating or an indication that an Enrichment Plan will be needed for a Teacher receiving a rating of "Development Needed"

- At the request of either, the Teacher and Principal will meet to discuss the performance appraisal after the Teacher receives a copy of the summative report
- Teacher may contact Union Office to request an Executive Officer to attend the meeting

Teacher Signature & Comments

- Teacher signs the Summative Report to indicate receipt only
- Teacher may attach written comments to the Summative Report
- Teacher should keep a copy of the document

Enrichment Plan Meeting

- If rating is "Development Needed" an Enrichment Plan (EP) meeting is required
- Teacher may contact Union Office to request an Executive Officer to attend the meeting
- Teacher receives written notice of rating at meeting
- Enrichment process, NTIP Strategy Form and Teacher Input are to be reviewed (See page 39 *Manual*)
- Development of the Draft EP (see *Manual*, Appendix C page 60)
- Enrichment supports to include additional orientation, mentoring and/or professional development
- Teacher will be informed that s/he can request another evaluator for next TPA

Enrichment Plan (EP) Process

- Teacher will review the draft EP and provide further input within 5 days of the meeting
- Principal will consider the Teacher's input and provide the Teacher with the final EP within 3
- Implementation of EP up to 60 days
- Next TPA process will not commence prior to 60 days unless requested by the Teacher
- Subsequent TPA process will address the EP

Note: This chart forms part of the TDSB NTIP TPA Manual

All timelines are school days.

The first TPA should occur before December (Elementary) and January (Secondary) The second TPA will occur before the end of the first week in June Refer to the TDSB-NTIP TPA Manual for more detailed information