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## Before the Evaluation:

Administrators must ensure each teacher receives proper orientation to their school and to the evaluation requirement and process.

Evaluators must be knowledgeable of the legislative requirements and the SGDSB OT Evaluation process.

Evaluator should develop an awareness of effective assessment strategies.

Evaluators must know the actual standards and a matrix of how they are performed OR performance indicators that describe a successful teacher performance.

Teachers should be encouraged to engage in personal goal setting (areas of focus for the enhancement or improvement of teaching) and self-reflection.

Engaged planning should begin before the performance period. Prep work and discussions should start early.

## Keep in mind:

Evaluation process should be transparent, fair and based in trust.

Promote a positive working environment.

Ensure both teacher and evaluator develop a common understanding of their job expectations.

Focus on performance improvement and development not on performance evaluation to make the evaluation more effective. Thus the evaluator must approach the LTO evaluation as professional growth with a focus on improving teacher instruction.

Take a collaborative and collegial approach to work as partners in

