



## ELEMENTARY UNIT

Memo # 14

Date: January 7, 2016  
To: Reps/Executive/Members  
From: Joe Martone, President  
Re: Diagnostic Assessments; Prep Time – Shared Space

### Diagnostic Assessments

Teachers are to use their own professional judgment to determine which of the approved diagnostic assessments to use, which students will be assessed, the frequency of use, and the appropriate timing of the use of these assessments. Diagnostic assessments should play an important role in our classrooms and their use needs to continue to direct our teaching and planning. There shall be no arbitrary deadlines for these assessments, however Principal can request that you share with them any assessment data that you have completed, and they can discuss with you regarding your personal diagnostic assessment plan for your classroom. What Principals can't do, is direct a teacher that they must perform specific assessments, for specific students, by a given date, as this would be contrary to the Diagnostic Assessment understanding in our collective agreement.

The Board approved list of diagnostic assessments for this school year is as follows:

First Steps Writing  
CASI  
PM Benchmarks  
An Observation Survey for Early Literacy Achievement  
Running Records  
PRIME Number  
Gap Closing - Mathematics Ministry Resource  
Leaps and Bounds  
ONAP (Ontario Numeracy Assessment Project)  
Numeracy Nets

### Prep Time – Shared Space

In regards to preparation time, it is strongly encouraged that classroom teachers leave the classroom while the Preparation time/FSL teacher is present. We have to be respectful that some of our colleagues are not in the position where they have their own classroom space to deliver curriculum. As a result, they have to move from classroom-to-classroom to provide instruction, which is less than a perfect scenario for many reasons.

During the time that Preparation/FSL teachers are assigned to a classroom to deliver instruction, we have to be respectful that the space becomes theirs to use. It is a professional courtesy to vacate the space, to allow the Preparation/FSL teacher sole use of the space with the students in their care. When classroom teachers remain in the room, students can easily become confused as to who is “in charge” at that time. It is recognized that there are times when classroom teachers might have to remain during a prep period due to perform a specific task that is restricted to the classroom space, but this should be the exception, not the rule.

In the end, we are all teachers and we need to be cognisant that when the Preparation /FSL teacher is teaching the instructional and classroom management responsibilities clearly should be shifted to our colleague.

**If you have any concerns, please contact the Unit office at 705-322-9625 or 1 800 558 4815  
Thank you for sharing this information with OECTA members.**