



Ontario
College of
Teachers

Ordre des
enseignantes et
des enseignants
de l'Ontario

Additional Qualification Course Guideline Orientation to Teaching in Ontario

Schedule C Teachers' Qualifications Regulation

June 2013

Ce document est disponible en français sous le titre *Ligne directrice du cours menant à la qualification additionnelle, Introduction à l'enseignement en Ontario, juin 2013*

Additional Qualification Course Guideline

1. Introduction

Successful completion of the course developed from this guideline enables teachers to receive the Additional Qualification: Orientation to Teaching in Ontario.

The Additional Qualification Course: Orientation to Teaching in Ontario is open to all teachers. This course is intended to deepen candidates' understanding of the Ontario education context.

Critical to the implementation of this course is the creation of positive learning experiences that reflect care, diversity and equity. This course supports the enhancement of professional knowledge, ethical practice, leadership and ongoing learning.

The Ontario College of Teachers recognizes that candidates working in the publicly funded school system, independent/private institutions or First Nations schools will have a need to explore in an integrated delivery model, topics and issues of particular relevance to the context in which they work or may work.

The French language and the English language communities will also need to implement these guidelines to reflect the unique contextual dimensions and needs of each community. Each of these language communities will explore the guideline content from distinct perspectives and emphasis. This flexibility will enable both language communities to implement Orientation to Teaching in Ontario as understood from a variety of contexts.

The Orientation to Teaching in Ontario additional qualification course guideline provides a conceptual framework for providers and instructors to develop and facilitate the Orientation to Teaching in Ontario course. The guideline framework is intended to be a fluid, holistic and integrated representation of key concepts associated with Orientation to Teaching in Ontario.

2. Regulatory Context

The College is the self-regulating body for the teaching profession in Ontario. The College's responsibility related to courses leading to Additional Qualifications includes the following:

- to establish and enforce professional standards and ethical standards applicable to members of the College
- to provide for the ongoing education of members of the College
- to accredit Additional Qualification courses and more specifically,

The program content and expected achievement of persons enrolled in the program match the skills and knowledge reflected in the College's Standards of Practice for the Teaching Profession and the Ethical Standards for the Teaching Profession and in the program guidelines issued by the College. (Reg. 347/02, Accreditation of Teacher Education Programs, Part IV, Subsection 24).

Additional qualifications for teachers are identified in the *Teachers' Qualifications Regulation*. This regulation includes courses that lead to Additional Qualifications, the Principal's Qualifications and the Supervisory Officer's Qualifications. A session of a course leading to an Additional Qualification shall consist of a minimum of 125 hours of work that is approved by the Registrar. Accredited Additional Qualification courses reflect the *Ethical Standards for the Teaching Profession*, the *Standards of Practice for the Teaching Profession* and the *Professional Learning Framework for the Teaching Profession*.

Successful completion of the course leading to the Additional Qualification: Orientation to Teaching in Ontario, listed in Schedule C of the *Teachers' Qualifications Regulation* is recorded on the Certificate of Qualification and Registration issued to the members of the College.

In this document, all references to candidates are to teachers enrolled in the Additional Qualification course. References to students indicate those in school programs.

3. Foundations of Professional Practice

The *Foundations of Professional Practice* conveys a clear vision of what it means to be a teacher which is at the core of teacher professionalism. The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* (Appendix 1) provide the focus for ongoing professional learning and are the foundation for the development of the Additional Qualification Course: Orientation to Teaching in Ontario. In addition, the *Professional Learning Framework for the Teaching Profession* is underpinned by

the standards, articulates the principles on which effective teacher learning is based and acknowledges a range of options that promote continuous professional learning. The ongoing enhancement of informed professional judgment, which is acquired through the processes of lived experience, inquiry, and reflection, is central to the embodiment of the standards and the Professional Learning Framework within this AQ course and professional practice.

Teacher-Education Resources

The College has developed resources to support the effective integration of the standards within Additional Qualification courses. These teacher education resources explore the integration of the standards within professional practice through a variety of educative and inquiry-based processes. This guideline has been designed to reflect the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* and the *Professional Learning Framework for the Teaching Profession*. A list of these resources can be found in Appendix 2 and are available through the College website (www.oct.ca). These resources support the development of professional knowledge and professional judgment through reflective practice. The lived experiences of Ontario educators are illuminated in the resources and serve as AQ course support for teacher education.

4. Course Components

The design, course content and implementation of the Additional Qualification Course Guideline: Orientation to Teaching in Ontario support effective teacher education practices. These course guideline components provide a conceptual map for the development of a holistic, integrated and experiential course. The following course components of this guideline support and inform effective professional knowledge, judgment and practice within the Additional Qualification Course: Orientation to Teaching in Ontario.

A. The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession*:

The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* represent a collective vision of professional practice. At the heart of a strong and effective teaching profession is a commitment to students and their learning. Members of the Ontario College of Teachers, in their position of trust, demonstrate responsibility in their relationships with students,

parents, guardians, colleagues, educational partners, other professionals, the environment and the public.

The holistic integration of the standards within all course components supports the embodiment of the collective vision of the teaching profession that guides professional knowledge, learning, and practice. The following principles and concepts support this holistic integration within the AQ course.

- understanding and embodying care, trust, respect and integrity
- fostering commitment to students and student learning
- integrating professional knowledge
- enriching and developing professional practice
- supporting leadership in learning communities
- engaging in ongoing professional learning.

Through professional dialogue and collaborative reflection, course candidates will continue to inquire into and refine professional practice through the lens of the standards.

B. A Framework for Inquiry

The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* are embedded within the overall expectations of this guideline.

This Additional Qualification course supports critically reflective inquiry and dialogue informed by the following:

- analyzing, interpreting and implementing Ontario's curriculum, district school board policies, frameworks, strategies and guidelines
- developing awareness of First Nations, Métis and Inuit ways of knowing and perspectives
- having and applying the theoretical understanding to design, implement and assess programs and/or practices
- modelling and adapting expectations, strategies and assessment practices in response to the individual needs of students

- facilitating the creation of learning environments conducive to the intellectual, social, emotional, physical, environmental, linguistic, cultural, spiritual and moral development of the student
- collaborating with in-school personnel, parents/guardians and the community
- accessing and exploring a variety of resources, including technological resources, within and beyond the educational system to enhance professional knowledge in support of student learning
- refining professional practice through ongoing collaborative inquiry, dialogue and reflection
- supporting and modelling ethical practices
- understanding the need to respect and conserve resources in the environment
- understanding how to create and sustain professional learning communities
- integrating environmentally respectful perspectives and practices
- creating and sustaining safe, healthy, equitable and inclusive learning environments that honour and respect diversity
- understanding the importance of critically examining qualitative and quantitative research related to professional practice.

C. Ontario Curriculum, Policies and Resources

The Additional Qualification Course: Orientation to Teaching in Ontario is aligned with current Ontario curriculum, relevant legislation, government policies and resources. These documents inform and reflect the development and implementation of the Additional Qualification Course: Orientation to Teaching in Ontario and can be viewed at www.edu.gov.on.ca.

D. Theoretical Foundations of Orientation to Teaching in Ontario

- understanding Ontario curriculum policies and initiatives
- reflecting on teaching practice and engaging in professional dialogue on the relationship of theory and practice in teaching in Ontario
- having awareness of policy and/or legislation relevant to teaching in Ontario

- knowing and understanding policies and procedures that are relevant to learners
- integrating the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* as the foundation for teacher professionalism within the Additional Qualification Course: Orientation to Teaching in Ontario
- exploring the significance of Ontario Human Rights Code, Ontarians with Disabilities Act, and the Accessibility for Ontarians with Disabilities Act (AODA) and associated responsibilities within professional practice.

E. The Provincial Context and Educational Communities

- enhancing understanding of the roles and responsibilities of teachers in Ontario classrooms
- understanding the role and responsibilities of the Ontario College of Teachers as the self-regulatory body for the teaching profession
- exploring the significance of and opportunities for ongoing teacher education within Additional Qualification courses and professional learning as identified in the *Professional Learning Framework for the Teaching Profession*
- understanding that Ontario's schools are administered by district school boards (English Catholic, English Public, French Catholic and French Public school systems) and school authorities, private schools and First Nations schools
- exploring the diversity of Ontario's rich cultural and language landscape in relation to teaching and learning
- having an awareness and understanding of the significance of the Education Quality and Accountability Office (EQAO)
- explore the importance of teacher leadership and efficacy in supporting student learning and collaborative school cultures in Ontario.

F. Program Planning, Development and Implementation

- increasing understanding and building awareness of the Ontario school culture through a study of Ministry, board and school policies and procedures

- applying the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* to inform program planning
- enhancing understanding of the foundations of professional practice in Ontario and how they translate into the classroom
- building knowledge of effective practices and instructional strategies used in Ontario classrooms
- increasing awareness of different learning styles and how they affect classroom instruction
- creating and maintaining positive, accepting, inclusive and safe learning communities
- understanding policies and strategies underpinning the Ontario curriculum
- understanding how curriculum documents support what students are taught in Ontario public schools
- exploring Special Education procedures and practices in Ontario (such as, The Identification, Placement, and Review Committee (IPRC), the Individual Education Plan Process IEP)
- engaging in program planning, development and implementation to support individual needs and the holistic development of all students
- developing an understanding of the mental health needs of students and the implications for teaching and learning
- identifying factors in a diverse and changing society that impact on students
- integrating differentiated instruction and universal design in the planning, development and implementation of learning experiences
- connecting students' authentic experiences to the teaching and learning process
- developing an understanding of the importance of reflective practice
- utilizing and assessing professional knowledge to inform pedagogical practices
- building understanding of the learning community and the importance of parents/guardians/caregivers in the education process
- identifying and exploring personal, collegial and community, print, and electronic resources that support teaching in Ontario

- developing an understanding of the mental health needs of students and the implications for teaching and learning
- integrating culturally responsive pedagogy within program planning and development.

G. Instructional Strategies and the Learning Environment

- understanding the importance of fostering a collaborative community of learners
- integrating information and communication technology to support student learning
- employing a variety of instructional strategies and tools to support differentiated teaching and student learning in Ontario
- adapting, accommodating and modifying learning expectations, assessments and instructional approaches to meet the diverse needs and experiences of all learners
- creating an inclusive learning environment that reflects the ethical standards and standards of practice
- using pedagogies that reflect the professional identity of educators as described in the ethical standards, the standards of practice and in the *Foundations of Professional Practice*.

H. Reflecting, Documenting and Interpreting Learning

- creating fair, equitable, transparent, valid, and reliable assessment and evaluation methods that lead to the improvement of learning for all students
- ensuring that assessment, evaluation and reporting are consistent with the principles and practices and expectations reflected in Ontario's policy documents
- using assessment for the following three purposes: to provide feedback to students and to adjust instruction (assessment *for* learning); to develop students' capacity to be independent, autonomous learners (assessment *as* learning); to make informed judgements about the quality of student learning (assessment *of* learning)

- integrating multiple assessment methods to support student learning: diagnostic, formative, and summative
- using a range of assessment, evaluation and reporting strategies that support the dignity, emotional wellness and cognitive development of all students
- understanding and responding to the issues of assessment, evaluation and reporting.

I. Shared Support for Learning

- understanding the importance of communicating with, involving and supporting parents/guardians
- understanding and employing a variety of effective communication strategies for collaborating with parents/guardians, school/board personnel and community agencies
- developing methods to provide continuous, meaningful, detailed and supportive information and feedback to parents/guardians
- understanding and respecting the importance of shared responsibility and partnership as conveyed in the standards and the *Foundations of Professional Practice*
- fostering and sustaining a positive, welcoming school climate in which all parent perspectives are encouraged, valued and heard.

J. Research and Development

- exploring past, present and evolving practices in Orientation to Teaching in Ontario
- exploring professional practice through ongoing inquiry into theory and pedagogy/andragogy
- engaging in professional learning through research, scholarship and leadership
- integrating research and the scholarship of pedagogy/andragogy into teaching practice
- collaborating in research and the scholarship of pedagogy/andragogy
- exploring knowledge-creation and mobilization as professional practice.

5. Instructional Practice in the Additional Qualification Course: Orientation to Teaching in Ontario

In the implementation of this Additional Qualification course, instructors use strategies that are relevant, meaningful and practical in providing candidates with learning experiences about program, instruction, pedagogy and assessment and evaluation. Instructors model the standards, honour the principles of adult learning, recognize candidates' experience and prior learning and respond to individual needs. These may include but are not limited to, small group interaction, action research, presentations, independent inquiry, problem solving, collaborative learning and direct instruction.

Important to the course are opportunities for candidates to create support networks and receive feedback from colleagues and instructors and share the products of their learning with others. Opportunities for professional reading, reflection, dialogue and expression are also integral parts of the course.

Instructors model effective instructional strategies and formative and summative assessment that can be replicated or adapted in the candidate's classroom.

A. Experiential Learning

Candidates will be provided with opportunities to engage in experiential learning related to key concepts and aspects of Orientation to Teaching in Ontario as collaboratively determined by both the instructor and course candidates. The intent of the experiential learning opportunities is to support the application and integration of practice and theory within the authentic context of teaching and learning. Candidates will also engage in critical reflection and analysis of their engagement in experiential learning opportunities related to Orientation to Teaching in Ontario. The professional judgment, knowledge and pedagogy of candidates will be enhanced and refined through experiential learning and inquiry.

The College's standards resources (Appendix 2) can be integrated into AQ courses to help support experiential learning through professional inquiry.

6. Assessment and Evaluation of Candidates

At the beginning of the course, candidates are provided with the specific learning expectations and forms of assessment and evaluation that will be used throughout

the course. Opportunities will be provided by instructors for regular feedback regarding candidates' progress throughout the course.

A balanced approach to candidate assessment and evaluation is used. It includes the combination of self and peer assessment and instructor evaluation, and models effective practices. A variety of assessment approaches will be used that enable candidates to convey their learning related to course expectations. The course provides opportunities for both formative and summative assessment and evaluation.

Central to candidates enrolled in Additional Qualification courses is the opportunity to be engaged in relevant and meaningful work. Assignments, artefacts and projects enable candidates to make connections between theory and practice. At the same time, assignments must allow candidates flexibility, choice, and individual inquiry opportunities.

Part of the evaluation process may include a major independent project or action research component over the duration of the course. This project is an opportunity for candidates to illustrate a high level of professional knowledge, skills, pedagogy, ethical practices and instructional leadership. Similarly, if a portfolio assignment is used, it will also include reflections and analysis of a candidate's learning over time.

A final culminating experience in the course is recommended. This experience may take the form of a written assessment, a research paper, a performance, an inquiry project or a product that is genuinely new, meaningful and practical.

The following list of assessment strategies which are reflective of experiential learning is not exhaustive; it is intended to serve as a guide only.

- a) Performance assessment: designing a sample unit which includes a culminating activity and appropriate assessment and evaluation tools, incorporates a variety of technologies and resources relevant to teaching in Ontario, and is based on Ministry of Education expectations
- b) Written assignment: reflecting critically on issues arising from articles, publications, research and/or other resources related to the teaching in Ontario
- c) Presentation: developing a digital story, presenting an issue related to teaching in Ontario

- d) Portfolio: creating a portfolio of practical resources, artefacts, photographs and recording critical reflections for one or several components related to teaching in Ontario
- e) Action research: engaging in action research by reflecting and acting upon a specific inquiry into teaching practice related to teaching in Ontario
- f) Independent project: addressing any aspect of the course that is approved by the instructor
- g) Instructional resource: developing a meaningful resource that will support instruction and pedagogy related to the teaching in Ontario
- h) Reflective writing: reflecting on professional practice through journal-writing, or writing a case or vignette that will support instruction and pedagogy related to the teaching in Ontario
- i) Case inquiry: writing or exploring a case related to collaboration and shared partnerships, with parents, colleagues, and community organizations
- j) IEP development: collaboratively develop an IEP with the family, student and school team
- k) Facilitating a Learning Experience: developing and implementing an engaging learning experience that reflects differentiated instruction and universal design.

Appendix 1

The *Ethical Standards for the Teaching Profession*

The *Ethical Standards for the Teaching Profession* represent a vision of professional practice. At the heart of a strong and effective teaching profession is a commitment to students and their learning. Members of the Ontario College of Teachers, in their position of trust, demonstrate responsibility in their relationships with students, parents, guardians, colleagues, educational partners, other professionals, the environment and the public.

The Purposes of the Ethical Standards for the Teaching Profession are:

- to inspire members to reflect and uphold the honour and dignity of the teaching profession
- to identify the ethical responsibilities and commitments in the teaching profession
- to guide ethical decisions and actions in the teaching profession
- to promote public trust and confidence in the teaching profession.

The Ethical Standards for the Teaching Profession are:

Care

The ethical standard of *Care* includes compassion, acceptance, interest and insight for developing students' potential. Members express their commitment to students' well-being and learning through positive influence, professional judgment and empathy in practice.

Respect

Intrinsic to the ethical standard of *Respect* are trust and fair-mindedness. Members honour human dignity, emotional wellness and cognitive development. In their professional practice, they model respect for spiritual and cultural values, social justice, confidentiality, freedom, democracy and the environment.

Trust

The ethical standard of *Trust* embodies fairness, openness and honesty. Members' professional relationships with students, colleagues, parents, guardians and the public are based on trust.

Integrity

Honesty, reliability and moral action are embodied in the ethical standard of *Integrity*. Continual reflection assists members in exercising integrity in their professional commitments and responsibilities.

The Standards of Practice for the Teaching Profession

The *Standards of Practice for the Teaching Profession* provide a framework of principles that describes the knowledge, skills, and values inherent in Ontario's teaching profession. These standards articulate the goals and aspirations of the profession. These standards convey a collective vision of professionalism that guides the daily practices of members of the Ontario College of Teachers.

The Purposes of the Standards of Practice for the Teaching Profession are:

- to inspire a shared vision for the teaching profession
- to identify the values, knowledge and skills that are distinctive to the teaching profession
- to guide the professional judgment and actions of the teaching profession
- to promote a common language that fosters an understanding of what it means to be a member of the teaching profession.

The Standards of Practice for the Teaching Profession are:

Commitment to Students and Student Learning

Members are dedicated in their care and commitment to students. They treat students equitably and with respect and are sensitive to factors that influence individual student learning. Members facilitate the development of students as contributing citizens of Canadian society.

Professional Knowledge

Members strive to be current in their professional knowledge and recognize its relationship to practice. They understand and reflect on student development, learning theory, pedagogy, curriculum, ethics, educational research and related policies and legislation to inform professional judgment in practice.

Professional Practice

Members apply professional knowledge and experience to promote student learning. They use appropriate pedagogy, assessment and evaluation, resources and technology in planning for and responding to the needs of individual students and

learning communities. Members refine their professional practice through ongoing inquiry, dialogue and reflection.

Leadership in Learning Communities

Members promote and participate in the creation of collaborative, safe and supportive learning communities. They recognize their shared responsibilities and their leadership roles in order to facilitate student success. Members maintain and uphold the principles of the ethical standards in these learning communities.

Ongoing Professional Learning

Members recognize that a commitment to ongoing professional learning is integral to effective practice and to student learning. Professional practice and self-directed learning are informed by experience, research, collaboration and knowledge.

Appendix 2

Standards-Based Professional Resources

Information pertaining to the following standards resources which support learning through professional inquiry is available through the College web site at <http://www.oct.ca/>

Allard, C.C., Goldblatt, P.F., Kemball, J.I., Kendrick, S.A., Millen, K.J., & Smith, D.M. (2007). Becoming a reflective community of practice. *Reflective Practice* (8)3, pp. 299-314.

Cherubini, L., Smith, D., Goldblatt, P.F., Engemann, J., & Kitchen, J. (2008). *Learning from Experience: Supporting beginning and mentor teachers*. Toronto, ON: Ontario College of Teachers.

Goldblatt, P.F., & Smith, D. (2004). Illuminating and facilitating professional knowledge through casework. *European Journal of Teacher Education* (27)3, pp. 334-354.

Goldblatt, P.F., & Smith, D. (2005). (Eds.). *Cases for teacher development: Preparing for the classroom*. Thousand Oaks, CA: Sage Publications.

Ontario College of Teachers. (2003). *Standards in practice: Fostering professional inquiry*. [Resource kit 1]. Toronto, ON: Author.

Ontario College of Teachers. (2006). *Foundations of professional practice*. Toronto, ON: Author.

Ontario College of Teachers. (2008). *Living the standards*. [Resource kit 2]. Toronto, ON: Author.

Smith, D., & Goldblatt, P.F. (Eds.). (2006). *Casebook guide for teacher education*. Toronto, ON: Ontario College of Teachers.

Smith, D., & Goldblatt, P.F. (Eds.). (2009). *Exploring leadership and ethical practice through professional inquiry*. Québec City, QC: Les Presses de l'Université Laval.

Smith, D. (2010, spring). Developing leaders using case inquiry. *Scholar-Practitioner Quarterly*, 4(2), pp. 104-124.

Smith, D. (2012). Supporting new teacher development using narrative based professional learning. *Reflective Practice*, (13)1, pp. 149-165.

Smith, D. (2012). *Teaching and learning through e-learning: A new additional qualification course for the teaching profession*. In, Barbour, M. (Ed.) *State of the nation: K-12 online learning in Canada*. Victoria, BC: Open School BC.