

LCEEQ Final Report

1. Project Description:

Our goal was to develop a guide book for new and recently hired Physical Education Teachers. We also see it helping experienced Physical Education teachers in general as it has all information necessary for an entire school year. Starting the project we quickly realized the scope of the work and the fact we will not be able to finish the project in the days allotted.

Despite the task we have accomplished a lot. The project allowed three professional Physical Educators to come together and reflect on best practices in their profession. The rich discussion led us in many directions and brought forth a lot of debate on what should and should not be included in the handbook. We have provided ample information for a first year teacher to be successful in our board. We believe this will help all teachers with their mental health load in providing a valuable one stop shop resource. The participating teachers on this project were once new to the profession and would have greatly appreciated a resource such as this. As veteran teachers, as much as we are well versed, we still need to refer to emails and checklists regularly and to have it all in one place is a huge time saver.

We look to present and share the document in August 2023 with the LBPSB Physical Education community. As well, we will share the document directly with Katherine Baker (Physical Education and Health consultant at EMSB).

Our single most important challenge was while undertaking the project we realized how much more we could have included. We could have included videos and more resources to the handbook. Physical Education has so many different aspects that require visual learning. We hope to apply for another grant in the near future to provide a whole other element in evaluations and lesson planning.

2. Project Goals:

For the most part our goals were met. Our goal was to give an overview of all tasks associated with being a physical education teacher. Our goal was to give the opportunity for all PE teachers in the school board a starting point to achieve success within their profession by sharing common guidelines and values. However we quickly realized some of the information we wanted to share would be easier understood through a visual instead of just a description.

Our goal was to provide a training tool to all LBPSB teachers for all future and present employees to work as a PE teacher.. There are so many aspects to this profession due to the teacher working with the entire school/staff. They are usually responsible for organizing school wide activities and are also involved with many field trips for the tournaments.

3. Project Outcomes:

Over the three days together, we were able to accomplish our goal of producing the PE Handbook to a somewhat extensive degree.

However we have realized there are many other aspects that need to be added in the future to complete and finalize the handbook. (IE: evaluations, lesson plans, videos)

We are very proud of our accomplishment in the short timeline of 3 days.

As participating teachers, we have discovered that sharing with one another will help build our programs. Which is what we wanted to achieve when creating this project. Even if this resource

4. Reinvestment:

As much as physical education can be considered subjective, one of our goals for this project was to help our LBPSB PE community become streamlined in their practices. When teachers transfer from school to school, our hope is everything can be carried out seamlessly.

We are hoping that this project can be expanded on given more time and can be shared with other school boards to help all English language PE teachers across the province.

Journal 1:

During our first day, we did a main outline of the Handbook. Which includes the topics we would like to cover such as beginning of the year letter to parents, mentoring available, substitution binder, routines and procedures for PE class, evaluations, tournament rules, tournament letters to parents with examples for each one, checklists for tournaments, budgets, what to do during ped days, fire drill and code red procedures, school procedures, schedules, busing reservations, approval of tournaments at governing board, lunch activities, teaching units, shared drives and LBPSB website.

Scott Taylor from the school board joined us to give us more information regarding tournaments and information from the board that is important for the PE specialists. In the morning we brainstormed what new teachers and or veteran need to take into account when they are organizing their classes and tournaments. We discussed issues that happen throughout the year that we need to make all teachers aware of in order for things to run smoothly.

We spent time researching all forms and legal documents required as well as different resources that different physical educators use throughout the year.

We were able to put together a 10 page document today alone. However, this document is in a very rough draft and will require many more additions and editing. We have set up a timeline to have time to add links and take the time to edit. We realize 3 days will not be enough for our final outcome but will try and use our time wisely.

We have researched assessment tools and rubrics for evaluation and will include this into the handbook at a minimal level. We believe this topic requires a whole other PDIG.

Journal 2:

Today we went over all the links in the current document and updated all the material associated with those links. Editing letters and checking on links to the different physical education websites. We wrote our opening letter and added a mission statement for Elementary Physical Education. We divided up tasks and we worked on all the rules and information for all tournaments. This took up a majority of the time making sure all of the current rules. In elementary schools we adapt all rules so that everyone has a chance at fair play.

We discussed many evaluations and how to adapt for it to be the easiest on all teachers new and old. Phys Ed Comments, percentage of marking per competency, IEPs for PE, LBPSB Suggested grading system

We streamlined the updated process for year to year adjustments

Especially all those new to evaluations using technology

We discussed graduation awards and the selection process and criteria for students in athletics. We came up with criteria with which we can share with the PE community to streamline the selection process.

We discussed and edited the process for when a teacher is away on tournament and your schedule might change and you may want to change it in order to use the substitute the most cost effective way.

Journal 3:

Today we finished the final few pages of information on end of the year guides for physical educators. We edited and formatted the document which took 3/4 of the day.

We also edited the tournament handbook with all the rules and fees for each tournament throughout the year. We noted aspects which we would like to add to our handbook in the future and we completed the LCEEQ Final Report