

Evaluation of Instructional Staff

Evaluations will be conducted in accordance with state law and Board policy to improve instruction, enhance the implementation of programs in the curriculum, and measure the professional growth and development of personnel and level of performance of each licensed employee. Evaluations also will serve as the measurement of satisfactory performance for teachers and documentation for dismissal for unsatisfactory performance.

Even though the evaluation process is designed to encourage and assist licensed employees to perform at a level consistent with the district's standards, the evaluator or the superintendent may recommend to the Board of Education that changes be considered in contract status or assignment.

The procedures necessary to administer and implement the district's evaluation policy are as follows:

Initial requirements

All licensed personnel will be evaluated, including part-time teachers. An organization chart or comparable document will be prepared to identify the evaluator by title or position for each teacher. The chart will indicate which position(s) each evaluator will evaluate and which administrator is responsible for evaluating the evaluator. In most situations, evaluations will be made by the principal or administrator who directly supervises teacher to be evaluated.

A job description will be developed for each licensed employee which sets forth expectations from the school district for the position. Similar job descriptions will be used for all employees with similar staff assignments.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether a teacher's performance meets district standards. One of the standards for measuring teacher performance shall be directly related to classroom instruction and shall include multiple measures of student performance. The district personnel performance evaluation council will actively participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set

forth in the individual's job description and any outcomes which are expected from the position.

Information will be made available to each teacher about the evaluation system, the evaluation policy and procedures and the responsibilities of the evaluator and teacher. In addition, all evaluation standards and criteria shall be given in writing to all licensed personnel and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.

Information collection

The evaluator will directly observe the teacher as well as compile other data in accordance with the district's evaluation system. Peer, parent or student input may be obtained from standardized surveys.

No evaluation information will be gathered by electronic devices without the consent of the teacher.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments.

Frequency and duration

Probationary teachers shall receive at least two documented observations and one evaluation that results in a written report every year. Non-probationary teachers shall receive at least one documented observation each year and at least one evaluation that results in a written report every three years.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or teacher, when the teacher is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

A report shall not be written until the required documented observations and data collection are completed. Minor adjustments and variations in the process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

All evaluations will be completed before April 1 of each school year.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the performance of the teacher and which clearly sets forth recommendations for improvements including recommendations for additional education and training.
2. Specific information about the strengths and weaknesses in the performance of the teacher.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.

The evaluation report will be discussed with the teacher. Both the evaluator and the teacher will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. If the teacher disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

Each report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each teacher's evaluation, including the evaluation report. This file will be available for the teacher's review and will include any written comments or documents submitted by the teacher.

Unsatisfactory performance

1. A teacher whose evaluation indicates performance is unsatisfactory will be given a notice of deficiencies.
2. A remediation plan to correct deficiencies will be developed by the evaluator and the teacher.
3. The teacher will be given a reasonable period of time to correct the deficiencies and a statement of resources and assistance available to improve performance.
4. Further evaluations of a teacher on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.
5. If the teacher's next evaluation shows the teacher is performing satisfactorily, no further action will be taken.
6. If the teacher's next evaluation indicates the teacher still is not performing satisfactorily, the evaluator either will make

additional recommendations for improvement or take any necessary steps to recommend dismissal.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The teacher may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Some flexibility is necessary for proper administration of the evaluation system. Minor deviations or variances in the procedures will be allowed as long as the variances do not result in significant hardship for or malicious treatment of the teacher.

Informal evaluations or observations may be made whenever appropriate.