

## Evaluation of Certificated Personnel

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The Board of Education shall employ, retain, and advance only the most qualified professional personnel on the staff. The administrative and consultative staff shall continuously evaluate the services of the professional personnel and shall submit such evaluations in writing to the Superintendent in such manner and at such times as may be determined by the Board of Education and the Superintendent of Schools. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals. The procedures outlined in this policy apply to certificated personnel.

Each certificated staff member shall receive at least one (1) written evaluation to be completed by no later than January 31 for each annual contract year of employment.

### **Objectives and criteria**

The formal performance evaluation system is designed to:

- Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development.
- Serve as systematic guide for supervisors in planning each employee's further training.
- Assure considered opinion of an employee's performance and focus maximum attention on the achievement of assigned duties.
- Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
- Assist in planning personnel moves and placement that will best utilize each employee's capabilities.
- Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.
- Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

### **Responsibility**

The **Superintendent** has overall responsibility for the administration of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution, including:

- The distribution of proper forms in a timely manner.
- Ensuring completed forms are returned for file by a specified date.
- Reviewing forms for completeness.
- Identify discrepancies.

- Ensuring proper safeguard and filing of complete forms.
- Creating a plan for ongoing training for evaluators and teachers on the District’s evaluation standards, forms, and process. The plan will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action.
- Creating a plan for ongoing review of the District’s Performance Evaluation Program that includes stakeholder input from teachers, Board members, administrators, and other interested parties.
- Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action.

The **Immediate Supervisor** (evaluator) is the employee’s “Evaluator” and has the responsibility for:

- Continuously observing and evaluating an employee’s job performance.
- Holding periodic conferences with each employee to discuss job performance.
- Completing Performance Evaluation Forms as required.

### **Procedures**

**Evaluation Form:** An Evaluation Form will be completed for each certificated employee. A copy will be given to the employee. The original will be retained by the immediate supervisor. This form should be reviewed annually and revised as necessary to indicate any significant changes in duties and/or responsibilities. The form is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the immediate supervisor (evaluator) and the employee as to the job description and major performance objectives.

Periodic classroom observations will be included in the evaluation process.

The evaluation form will identify the sources of data used in conducting the evaluation.

The evaluation form will include a section for input received from parents or guardians. Parental or guardian input forms will be made available on the main District webpage.

The evaluation form will be aligned with minimum State standards and based upon Charlotte Danielson’s Framework for Teaching and will include, at a minimum, the following general criteria upon which the performance evaluation system will be based:

- Planning and Preparation
- Learning Environment
- Instruction and Use of Assessment
- Professional Responsibilities

A teacher - principal conference is to be held following each formal observation, and the observation instrument is to be dated and signed by the teacher and the principal. Additional formal observations may be conducted as needed.

Frequent informal classroom observations are encouraged. A conference between the teacher and the principal may be held after an informal observation when deemed necessary or appropriate.

**Summative Evaluation:** an Evaluation Form will be completed for each certificated employee. A copy will be given to the employee. A copy will be retained by the immediate supervisor either as an electronic or hard copy, and the original will be retained at the District Office for placement in the personnel file. This form should be reviewed annually and revised as necessary to indicate any significant changes in duties and/or responsibilities. This form is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the immediate supervisor (Evaluator) and the employee as to the job description and major performance objectives.

When any matter of the nature that could cause dismissal or non-renewal of a contract for a teacher is brought to the attention of the teacher, the principal shall assist the teacher towards correcting the situation.

Each advisor contracted for an interscholastic activity shall be evaluated following the end of the entire season. A written formal evaluation on a separate form provided by the District is to be prepared by the principal or activity director, approved by the principal, and shall be forwarded to the Superintendent after a conference is held with the advisor to review the evaluation.

**Informal Conferences:** Informal conferences between immediate supervisors and employees may be scheduled periodically. During these sessions an open dialogue should occur which allows for the exchange of ideas focused on performance. The employee should be informed of how he/she has performed to date. In the case of basic or below basic ratings, the employee should be informed of the steps necessary to improve performance to the desired level. Conference sessions should include but not be limited to the following: Planning and Preparation, Classroom Environment, Instruction and Professional Responsibilities. A memorandum for record will be prepared following each conference session and maintained by the supervisor

### **Meeting with the Employee**

Each evaluation shall include a meeting with the affected employee. At the scheduled meeting with the employee, the supervisor will:

- Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.

- Allow the employee to make any written comments he/she desires. Inform the employee that he/she may turn in a written rebuttal of any portion of the evaluation within seven (7) days and outline the process for rebuttal. Have the employee sign the evaluation form indicating that he/she has been given a copy and initial after supervisor's comments.

No earlier than seven (7) days following the meeting, if the supervisor has not received any written rebuttal, the supervisor will forward the original evaluation form in a sealed envelope, marked Personnel-Evaluation Form to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.

### **Rebuttals**

Within seven (7) days from the date of the evaluation meeting with their supervisor the employee may file a written rebuttal of any portion of the evaluation form. The written rebuttal shall state the specific content of the evaluation form with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation form requested.

If a written rebuttal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal. Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation form as requested by the employee then the amended copy of the evaluation form will be provided to, and signed by, the employee. The original amended evaluation form will then be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation Form. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation form as requested by the employee then the evaluation form along with the written rebuttal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation Form. The supervisor will also retain a copy of the completed form including any rebuttals and responses.

### **Action**

Should any action be taken as a result of an evaluation to not renew an individual's contract or to renew an individual's contract at a reduced rate, the District will comply with the requirements and procedures established by State law in order to assure the due process rights of all personnel.

## **Evaluation of Administrative Staff**

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. For building based school administrators such evaluation, except for that of the Superintendent, will include a section for input received from parents or guardians. Parental or guardian input forms will be made available on the main District webpage.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within a reasonable time following the conference.

## **Stakeholders**

The Mountain View School District Teacher Evaluation Plan was developed by administrative council with input from teacher representatives. The plan was approved by the Board of Trustees. The District WISE Leadership team consisting of administration, teachers, and community members will review the Teacher evaluation plan through the annual planning and evaluation process.

## **Monitor and Evaluation**

Our District WISE Leadership Team will monitor and evaluate the district's personnel evaluation system for effectiveness for obtaining data needed to make improvements within the strategic plan for student improvement.

## **Funding**

General fund instructional improvement, Title I, and Title IIA funds can be used to provide ongoing professional development in effective evaluation practices for administrators.

### **Collecting and Using Data**

A centralized database system will be utilized to track evaluation results at the school and district-wide level. Superintendent and administrators can query the database to gather data on the different levels of success for the different Domains within the evaluation. This information would be then used to plan district and building professional development activities.

### **Professional Development and Training**

Ongoing training and professional development for administrators and teachers on the district's evaluation standards, tool and process will be provided during Building Collaboration time throughout the year.

Legal Reference: I.C. § 33-514 Issuance of Annual Contracts – Support programs – Categories of Contracts – Optional Placement – Written Evaluation  
I.C. § 33-515 Issuance of Renewable Contracts  
I.C. § 33-518 Employee Personnel Files  
IDAPA 08.02.02.120 Local District Evaluation Policy

Adopted on: 8/20/07

Revised on: July 19, 2010; December 13, 2010; September 19, 2011

Prior District policy: Policy 402 - Certified Personnel Employment, Subsection - Evaluation

# PARENT OR GUARDIAN INPUT FORM

## CLASSROOM TEACHER EVALUATION

TEACHER: \_\_\_\_\_

GRADE(S)/CLASS(ES): \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

**Instructions:**

1. Please complete the evaluation by circling the most appropriate number.
2. This form should be placed into the box located at school office or mailed to:
  - a. [Insert Address]
3. Only one form should be completed by each parent for this teacher for each school year.
4. If a parent has a concern with regard to an event occurring in their child’s classroom and wishes to more directly address this issue, please understand that this form alone will not directly address the parental concern. The parent should raise the concern with the teacher and/or building administration.
5. Please offer specific comments when possible. Specific comments will be considered in the preparation of the teacher’s evaluation and will aid both the District and the teacher in addressing performance.

Area of Evaluation	Agree	Disagree	Don't know			
1. The teacher engaged in frequent and informative communications with the parent about student progress, attendance, behavior, curriculum topics and objectives.	1	2	3	4	5	0
	Comment:					

2. The teacher provided adequate suggestions for home support of learning.	1 2 3 4 5 0  Comment:
3. Teacher is approachable, open to parental communication and parental input.	1 2 3 4 5 0  Comment:
4. Teacher is respectful of family's culture and the social expectations of the family for the child.	1 2 3 4 5 0

	Comment:
5. Teacher maintains a classroom in which my child feels physically and emotionally safe.	1 2 3 4 5 0  Comment:
6. Teacher administers discipline fairly and consistently.	1 2 3 4 5 0  Comment:

<p>7. Teacher provides curriculum-based and developmentally appropriate homework.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>
<p>8. Teacher has provided child and family with knowledge of class expectations.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>
<p>9. Classroom work demonstrated the appropriate level of difficulty for my child.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>

10. The teacher knows the content area and how to teach it.	1 2 3 4 5 0  Comment:
11. Teacher treated my child with respect, care and knowledge of my child's needs.	1 2 3 4 5 0  Comment:
12. Teacher appropriately monitored and assessed student learning.	1 2 3 4 5 0  Comment:

<p>13. Teacher provided appropriate individual assistance to my child.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>
<p>14. Were you satisfied with your child's overall school experience as provided by this teacher?</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>
<p>Did you attend parent/teacher conferences?</p>	<p>YES NO</p>
<p>Did you attend Open House?</p>	<p>YES NO</p>
<p>Were you provided with a timely copy of your child's report cards?</p>	<p>YES NO</p>
<p>Did your child's teacher ever contact you via telephone?</p>	<p>YES NO</p>

Did your child's teacher provide you information regarding your child and/or class activities via e-mail?	YES	NO
Did your child's teacher provide you information regarding your child and/or class activities via notes sent home to you?	YES	NO
Did you ever visit your child's classroom?	YES	NO
Did you ever volunteer in your child's classroom?	YES	NO

Any additional comments you wish to share not covered by the above questions **(please feel free to attach a separate page)**:

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Please complete and sign the form and place in a sealed envelope.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

# PARENT OR GUARDIAN INPUT FORM

## ADMINISTRATOR EVALUATION

**RELATING TO ADMINISTRATOR:** \_\_\_\_\_

**HOLDING THE POSITION OF:** \_\_\_\_\_

**SCHOOL YEAR:** \_\_\_\_\_

**Instructions:**

- 6. Please complete the evaluation by circling the most appropriate number.
- 7. This form should be placed into the box located at school office or mailed to:
  - a. [Insert Address]
- 8. Only one form should be completed by each parent for this Administrator for each school year.
- 9. If a parent has a concern with regard to an event occurring in their child’s classroom and wishes to more directly address this issue, please understand that this form alone will not necessarily directly address the parental concern and that such should be directly raised with the teacher or administrator.
- 10. Please offer specific comments when possible. Specific comments will be considered in the preparation of the administrator’s evaluation and will aid both the District and the Administrator in addressing performance.

Area of Evaluation	Agree	Disagree	Don't know			
1. Works with parents, staff and students in development and promotion of the school's vision.	1	2	3	4	5	0
	Comment:					

2. Promotes and maintains high standards of Academic Excellence for the performance of students and staff.	1 2 3 4 5 0  Comment:
3. Manages all aspects of the school to ensure a positive educational experience for all students.	1 2 3 4 5 0  Comment:
4. Listens to community members, parents, and students and timely responds to their concerns.	1 2 3 4 5 0  Comment:

<p>5. Treats students and adults with respect.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>
<p>6. Communicates with community members accurately.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>
<p>7. Shows awareness/understanding of developmental characteristics of different age groups. Acts with an understanding of social, racial, cultural, political and economic forces that influence a positive school environment.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>

8. Encourages parental involvement in the educational process.	1 2 3 4 5 0  Comment:
9. Is a positive advocate for students.	1 2 3 4 5 0  Comment:
10. Is a strong and visible leader of the school.	1 2 3 4 5 0  Comment:

<p>11. Effectively coordinates school programs that promote student involvement, education, safety, growth, and development of responsibility.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>
<p>12. Administers student discipline fairly and consistently.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>
<p>13. Maintains a school climate that welcomes parents, families and community members and invites their participation. Encourages teachers to provide opportunities to engage families to assist in student learning.</p>	<p>1 2 3 4 5 0</p> <p>Comment:</p>

14. Have you personally met with the administrator?	YES	NO
15. Have you had any reason to visit the administrator's office?	YES	NO
16. Were you satisfied that your concerns were addressed?	YES	NO

Any additional comments you wish to share not covered by the above questions **(please feel free to attach a separate page)**:

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Please complete and sign the form and place in a sealed envelope.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_