

4085 TENURED TEACHER EVALUATION

Philosophy

The School Board and the professional staff recognize that the primary goal of the School District is student learning and development. In order to reach this primary goal, a plan has been designed by which teacher performance will be monitored, developed, and continually updated.

Purpose

The primary purposes of the Teacher Evaluation Process are:

1. To promote student learning and development.
2. To enhance teacher effectiveness by encouraging initiative and creativity in curricular implementation and instructional support.
3. To reinforce and commend effective instruction and instructional support.
4. To develop effective communication and mutual respect between teachers and administrators involved in the process.

Process

In order to accomplish these purposes, the Tenured Teacher Evaluation Process incorporates a system which includes the following components:

1. A yearly Goal Setting and Review Process in which staff members will work toward achieving professional goals mutually agreed upon by the teacher and the principal or supervisor.
2. A Comprehensive Evaluation completed by the principal or supervisor once every three years to observe teaching and/or professional support skills and outcomes using a set of pre-determined criteria.

Goal Setting and Performance Review

All tenured staff members will participate in the Goal Setting and Performance Review annually. The teacher and principal or supervisor should discuss and select a goal or goals representing mutual agreement. All goals should be: (1) challenging, (2) stated precisely, (3) stated in measurable terms including outcome statements, and (4) designed to include a time-line for accomplishment.

The following two steps are involved in the Goal Setting Process.

1. An Initial Conference between the teacher and the principal or supervisor will be held during the early part of the school year. The statement(s) of the goal(s), the steps involved in achievement, and recommended time-line should be determined.
2. A Subsequent Conference will be held during the latter part of the school year at which time the teacher and the principal or supervisor will record their evaluations of the achievement of the goal(s).

Comprehensive Evaluation

1. Tenured staff will participate in the Comprehensive Evaluation a minimum of once every three years on a rotating basis established by the Superintendent.
2. The principal or supervisor has the prerogative to evaluate teachers more frequently if a need arises, and teachers may request to be evaluated more frequently.

A variety of methods will be used to observe and evaluate the teacher relative to the Comprehensive Evaluation. The Comprehensive Evaluation shall be based upon the following criteria:

1. Planning/Preparation
2. Providing Instruction and/or Instructional Support
3. Management and Organization
4. Adherence to Policies and Procedures
5. Rapport with Students, Parents, Colleagues, Administrators and Other Staff
6. Communication Skills
7. Professional and Personal Characteristics

Personnel Evaluated

All persons in licensed staff positions in the School District come under the Teacher Evaluation Process, with the exception of administrative staff covered under Administrative Evaluation. Non-tenure teachers will participate in the Comprehensive Evaluation three times a year.

Principals and supervisors are responsible for the evaluation of staff assigned to them. Administrators who share the responsibility of staff members will jointly prepare their evaluations.

Record Keeping

1. All records pertaining to the Comprehensive Evaluation Process will be maintained in the Human and Community Resources and Relations Office.
2. The teacher may request to see his/her personnel file.
3. The teacher will be requested to sign the Comprehensive Evaluation Report as an indication that he/she has reviewed same.
4. All records pertaining to goal setting will be kept in the principal's/ supervisor's working files.
5. Copies of all documents related to goal setting and the Comprehensive Evaluation will be provided to the teacher upon request.

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