Article XIV. Evaluations

Evaluation Process

14.01. Teachers shall be evaluated with procedures adopted in accordance with section 3319.111 of O.R.C. and the Ohio Department of Education. The OTES Committee, which consists of three individuals appointed by the association president, and three individuals appointed by the superintendent, shall be responsible for reviewing the procedures annually and submitting any proposed changes to the superintendent and association president for their joint approval.

Assessment of Teacher Performance

14.02. Teacher performance will be evaluated during formal observations and at least two 10-25 consecutive minute walk-throughs.

Formal Observation and Classroom Walk-Through Sequence

14.03. Teachers who meet the definition under O.R.C. 3319.111 shall be evaluated based on at least two (2) formal observations - the first may be unannounced, the second and third, if necessary, shall be announced. Data gathered from observations and walk-throughs will be shared with the employee within a timely manner, ideally 48 hours if possible.

Teachers may request and shall be granted additional formal observations. Teachers on a limited contract who are under consideration for non-renewal shall receive at least three (3) formal observations in addition to at least two classroom walk-throughs.

OTES 2.0 Baseline Structure

14.04

- Teachers will be notified of their evaluator in writing by September 15th
- New teachers will be notified of their evaluator in writing within 30 days of their first contracted workday. All new teachers will be on full cycle their first year of employment with Elida Local Schools, regardless of previous evaluation standings.
- No observation will occur during the first 10-days of classes
- No observation will occur 2 days before or 2 days after Thanksgiving, Christmas and Easter breaks. Teachers may not be observed during unscheduled remote learning/e-learning days.

Full Evaluation Cycle

1. 1st Formal Holistic Observation
    a. Unannounced
2. Post Conference [FORM]
    a. Identify 2 focus areas
    b. Do this by going through the entire rubric and use to identify focus areas
3. 2 Documented Walkthroughs (10-25 minutes in length)
    a. Focus on observing the focus areas
    b. Teacher may collaborate with evaluator to suggest a time during class period to observe focus areas
    c. Provide feedback (Ideally within two working days of the walkthrough.) [OTES on the GO]

4. Pre-Conference [FORM]
    a. A form will be provided for teacher to document evidence on the lesson observed and focus areas. This should be submitted to the Evaluator before the second formal observation.
    b. In person meeting may occur at teacher or evaluator request.
5. 2nd Formal Observation
    a. The observation will be collaboratively agreed upon at least 5 days in advance.
    b. Focus Area Oriented
    c. Written Feedback will be provided by the evaluator. [FORM]
        i. OPTIONAL Post Conference on 2nd Formal Observation
        ii. Requested by Teacher or Evaluator
6. All observations and walk-throughs must be completed by May 1st.
7. Final Summative Rating Conference [FORM & EVALUATION SYSTEM ENTRY]
    a. Teacher may provide other evidence for Holistic Rubric, submitted to evaluator no later than two weeks (10 working days) after final observation.
    b. Discussion on Growth/Improvement Plan
    c. Meeting must occur on or before May 10th
    d. Evaluation must be digitally signed and completed by both parties no later than May 20th

Examples of Evidence as defined by ODE that may be collected throughout the school year:

- Formal Observation and Walkthroughs
- Scheduled Conferences
- Lesson Plans
- Student Work
- Correspondence with Families
- Additional Walkthroughs
- Other Teacher Provided Documents
- Conversations & Interactions (i.e. TBTs, BLTs, DLTs, PBIS, parent-teacher conferences)
- Observed Professional Responsibilities (Licensure Code of Conduct)

Other Local Decisions

14.05

<u>Performance Components</u>

- ~~o~~ Will the district require completion of the self-assessment? Yes, but this remains private to the teacher
- Are pre-conferences required? Only for the 2nd and 3rd observation, if necessary.
- Are observations announced or unannounced? First = unannounced, all others are announced.
- Is feedback required on each walkthrough/informal observation? If yes, what will this look like? Yes, using OTES on the Go.
- In addition to the conference following the Formal Holistic Observation and the Final Summative Conference, are other conferences required? Not unless requested by the teacher or observer.

<u>Evaluation Cycle</u>

- As per HB 404, if the COVID exemption was used in 2020-2021, teachers on the less frequent evaluation cycle for the 2020-2021 school year will remain on the less frequent cycle for the 2021-2022 school year.
- How many focus areas will teachers have? Two
- Will the district evaluate teachers having earned an Accomplished or Skilled rating less frequently? Yes
    - For the one required observation, what type of observation will that be? Formal
    - For the one required conference, what type of conference will that be? Written feedback will be provided.
    - How will it be determined if progress is made on the PGP? As determined by the evaluator
- Will the district allow teachers rated Accomplished to select their evaluator and teachers rated Skilled to provide input on their evaluator? Both will be able to provide input for the following year.
- Will the district choose to not evaluate a teacher who has been board approved for retirement by December 1? Must submit notice of retirement to superintendent by December 1st.
- Will the district choose to not evaluate a teacher participating for the first time in the Resident Educator Summative Assessment (RESA)? No
- How will the district determine if a teacher is on board-approved leave for more than 50% of the school year? Will that teacher be evaluated? Must be Board approved leave based on number of contract days worked. If approved they will not be evaluated.
- For the teacher on a limited or extended limited contract under consideration for non-renewal, the district is required to conduct at least three formal observations. How will this be communicated and implemented? If this is going to happen, the teacher will have an opportunity to have representation present, and be notified during the conference after the second observation.

<u>Professional Growth Plan (PGP)</u>

- How many goals are teachers required to have on the PGP? Two
- What is the district timeline for development of the PGP? For 2021-22 school year, PGP will be developed by Sept 30th.
- How will it be determined that the PGP is aligned to any district and/or school improvement plan(s)? Curriculum coordinator will verify that these align to the school improvement plans.