

**Evaluation of Certified Personnel**

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals. This policy applies to certified personnel. The Superintendent is hereby directed to create procedures that differentiate between certified non-instructional and certified pupil instructional personnel in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible and aligned to the pupil service staff's applicable national standards.

Each certified staff member shall receive at least one (1) written evaluation to be completed by no later than June 1<sup>st</sup> for each annual contract year of employment and shall use multiple measures that are research based and aligned to the Charlotte Danielson Framework for Teaching Second Edition domains and components. The evaluation of instructional personnel shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1<sup>st</sup>.

**Objectives**

The formal performance evaluation system is designed to:

1. Maintain or improve each employee's job satisfaction and morale by letting him or her know that the supervisor is interested in his or her job progress and personal development;
2. Serve as a systematic guide for supervisors in planning each employee's further training;
3. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities;
6. Provide an opportunity for each employee to discuss job problems and interests with his or her supervisor; and
7. 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, or the Superintendent's designee, shall have the overall responsibility for the administration and monitoring of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper forms in a timely manner;
2. Ensuring completed forms are returned for filing by a specified date;
3. Reviewing forms for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed forms;
6. Creating and implementing a plan for ongoing training for evaluators and certified personnel on the District's evaluation standards, forms, and process and a plan for collecting and using data gathered from evaluation forms. 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;
7. Creating a plan for ongoing review of the District's Performance Evaluation Program that includes stakeholder input from teachers, Board members, administrators, parents and guardians, and other interested parties;
8. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action; and
9. Creating an individualized evaluation rating system plan for how evaluations will be used to identify proficiency and record growth over time with a minimum of three (3) rankings used to differentiate performance of teachers and pupil personnel certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; and proficient being equal to a rating of 3.

The Immediate Supervisor (Evaluator) is the employee's "evaluator" and is responsible for:

1. Continuously observing and evaluating an employee's job performance including a minimum of two (2) documented observations annually for instructional personnel, one (1) of which shall be completed prior to January 1<sup>st</sup> of each year;
2. Holding periodic counseling sessions with each employee to discuss job performance;
3. Completing Performance Evaluation Forms as required; and
4. Completing training on the District's Performance Evaluation Program. The individuals assigned this responsibility shall have received training in conducting evaluations based

on the statewide framework for evaluations within the immediate previous five (5) years of conducting any evaluations.

## **Procedures**

**Individualized Professional Growth Plan (IPLP)** – No later than October 15<sup>th</sup>, all certified staff members will review the evaluation model and procedures and submit a written annual professional growth plan, which will include a self-reflection based on the 22 components of Charlotte Danielson’s Framework for Teaching to their supervisors. During this conference, the principal and teacher will determine which measures of student achievement will be considered using the identified measures in Section 33-1001 of the Idaho Code. The district has identified that student input will be used to inform the Professional Practice portion of the evaluation.

**Observations:** Periodic classroom observations will be included in the evaluation process with a minimum of two (2) documented observations annually for instructional personnel, one (1) of which shall be completed prior to January 1<sup>st</sup>. 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 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:** A Summative Evaluation will be completed for each certified employee by June 1<sup>st</sup>. 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 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.

## **Professional Practice**

A majority of the evaluation of instructional personnel will be based upon Professional Practice and will be aligned with minimum State standards and based upon the Charlotte Danielson Framework for Teaching Second Edition and will include, at a minimum, the following general criteria upon which the performance evaluation system will be based:

1. Planning and Preparation
  - A. Demonstrating Knowledge of Content and Pedagogy;
  - B. Demonstrating Knowledge of Students;

- C. Setting Instructional Outcomes;
  - D. Demonstrating Knowledge of Resources;
  - E. Designing Coherent Instruction; and
  - F. Designing Student Assessments.
2. Classroom Learning Environment
- A. Creating an Environment of Respect and Rapport;
  - B. Establishing a Culture for Learning;
  - C. Managing Classroom Procedures;
  - D. Managing Student Behavior; and
  - E. Organizing Physical Space.
3. Instruction and Use of Assessment
- A. Communicating with Students;
  - B. Using Questioning and Discussion Techniques;
  - C. Engaging Students in Learning;
  - D. Using Assessment in Instruction; and
  - E. Demonstrating Flexibility and Responsiveness.
4. Professional Responsibilities
- A. Reflecting on Teaching;
  - B. Maintaining Accurate Records;
  - C. Communicating with Families;
  - D. Participating in a Professional Community;
  - E. Growing and Developing Professionally; and
  - F. Showing Professionalism.

Additionally, student input will be utilized to inform professional practice for all certified staff members.

### **Student Achievement**

Part of the evaluation of instructional personnel will be based on growth in student achievement as defined in Section 33-1001, Idaho Code, as applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators as defined in Section 33-1001, Idaho Code, as applicable to the position. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one (1) or both years' data. Growth in student achievement may be considered as an optional measure for all other school-based and district-based staff, as determined by the local board of trustees. A written formal evaluation for all certified staff is to be prepared by the principal and submitted to the Superintendent of Schools on or before June 1 of each year. All evaluation forms are to be

dated and signed by the principal and the teacher during the conference held to review the evaluation.

When any matter of a 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 toward correcting the situation.

Each coach contracted for an interscholastic sport 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 athletic director and shall be forwarded to the Superintendent after a conference is held with the coach to review the evaluation.

**Conferences/Counseling:** 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 his or her levels of performance based on the district evaluation form. 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.

**Summative Evaluation Conference:** A conference will occur in conjunction with the summative evaluation. During the scheduled conference with the employee, the Immediate Supervisor will:

1. Review individualized professional growth plan (IPLP)
2. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance.
3. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted
4. Set mutual goals to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions
5. Have employee sign the evaluation form indicating that he/she has been given a copy
6. Following the meeting, the supervisor will forward the original copy of the evaluation form to the Superintendent for review.
7. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal of any portion of the evaluation within ten (10) days and outline the process for rebuttal. Have the employee sign the evaluation form indicating that he or she has been given a copy and initial after supervisor's comments.

No earlier than ten (10) 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 ten (10) 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 ten (10) 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 Form as requested by the employee or stating the reason(s) why the supervisor will not be amending the Evaluation Form 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 (improvement plan, probation, non-renewal of contract) the District will comply with the requirements and procedures established by State law.

### **Teacher Evaluation Committee:**

District evaluation committee will reconvene annually to review the teacher evaluation plan, the professional development plan and assess ongoing training needs. The Superintendent will review committee and staff input and conference twice annually with building administration to monitor and evaluate the teacher evaluation model.

### **Records**

Permanent records of each certified personnel evaluation and any properly submitted rebuttal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal documentation, will be kept confidential within the parameters identified in state and federal law regarding the right to privacy.

### **Reporting**

The District shall report the rankings of individual certified personnel evaluations annually to the State Department of Education per Idaho Statute.

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

### **Policy History:**

Adopted on: 01/12/2015

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