

## DaVinci Academy of Science and The Arts

Policy Number: 402

Policy Section: 400- Staff Policies POLICY

TITLE: Faculty Evaluation Revision History

EffectiveDate	Action Date	Revised
25May2005	RevisedPolicy	August 2019

**Governing Law and Board Rules**

- I. **53G-5-407 (Employees of a Charter School)**
- II. **53G-11-507 (District/Charter Teacher Evaluation System Requirements)**
- III. **Board Rule 277-530 (Utah Effective Teaching and Educational Leadership Standards)**
- IV. **Board Rule 277-515 (Utah Educational Professional Standards)**
- V. **Board Rule 277-520 (Appropriate Licensing & Assignment Standards)**
- VI. **Board Rule 277-531 (Evaluation System)**
- VII. **Board Rule 277-533 (Standards for Teacher Evaluation System)**

The DASA board of directors believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals including student achievement of the Core Curriculum Content Standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The board encourages a positive working environment in which the professional growth that results from staff participation in the evaluation process is considered of major importance. Therefore, the administration shall develop evaluation instruments flexible enough to identify the needs, strengths, and improvement objectives of each staff member.

The Executive Administrator shall develop, in consultation with teaching staff members, job descriptions for each teaching staff member position and evaluation criteria for said positions based directly upon the job description. The job description shall be concise, stating major responsibilities as briefly as possible. All job descriptions shall be presented to the DASA board for approval.

All teaching staff members shall be required to meet state licensing requirements according to Rule 277-520 pursuant to Utah Code 53G-5-408. This includes all required background checks and authorizations required by USOE before employment can be granted. Teaching staff members who are currently in a state approved licensing program must meet monthly with the Executive Director to report progress on their state-approved educational licensing plan. Failure to meet progress milestones may result in loss of employment.

All teaching staff members shall be evaluated against criteria that evolve logically from the instructional priorities and program objectives of each staff member as specified in the job description for his/her position and in DASA program goals and objectives.

Criteria must include but not need be limited to consideration of pupil progress; instructional skills; subject knowledge; professional conduct and growth; human relations skills, and classroom management skills.

Teaching staff shall be observed and evaluated at least three times each year by properly prepared and trained educational administrative staff.

The evaluation procedures shall provide continuous constructive, cooperative interaction and communication between the teaching staff member and his/her supervisor/evaluator, thus ensuring a valid basis for performance review. All procedures for the evaluation of teaching staff members shall be in compliance with law and regulation.

All evaluative procedures shall include review of each teacher's progress toward professional development. Evaluative procedures shall recognize that the purpose of this goal is to assist teaching staff in obtaining and maintaining the knowledge and skills essential to student achievement of the state's Core Curriculum Content Standards.

The Executive Administrator shall recognize each teacher's fulfillment of the continuing education requirement. For evaluative purposes, a teacher has fulfilled his/her professional development plan when his/her students have demonstrated satisfactory progress toward achievement of the curriculum standards, as well as the educational goals set by the board.

The Executive Administrator shall provide each teaching staff member with a copy of this policy statement, his/her job description, and his/her evaluation criteria annually by September 1, and shall distribute any amendments to those documents within 10 working days of their becoming effective. Evaluations shall be completed on or before April 15 and offers of employment should be offered for continued employment by April 15.

The Executive Administrator shall report to the BOD at least annually on the effectiveness of the evaluation system and shall recommend means to improve it whenever desirable

The Executive Administrator shall, in the implementation of this policy, develop procedures in consultation with teaching staff members for:

- A. The collection and reporting of data which are appropriate to the job description and minimally include the observation of classroom instruction;
- B. Observation conferences between the teaching staff member and the supervisor; the preparation of a written evaluation for each of the three observations of teachers or staff members;
- C. The preparation of individual professional development plans that include specific guidance to the teacher on activities that would contribute to his/her obtaining and maintaining the knowledge and skills essential to student achievement of the state's core curriculum standards;
- D. The preparation by the Executive Administrator of an annual written performance report which shall include the annual evaluation of the teacher, an individual professional development plan developed by the staff member and the supervisor and a summary of the results of the formal and informal assessment of his/her pupils along with a statement of how these indicators relate to the effectiveness of the overall program and the performance of the staff member;
- E. The conduct of the annual summary conference;
- F. The signing of the annual written performance report by the supervisor/evaluator and the staff member.

All such procedures shall conform to law. This policy and related procedures shall be reviewed at least yearly, and any necessary revisions made before re-adoption by the board.

