

## **CERTIFIED STAFF EVALUATIONS-OBSERVATIONS 2022-23**

The Mt. Vernon Community School Corporation, after discussions with the Mt. Vernon Classroom Teachers' Association, has adopted the RISE CERTIFIED EMPLOYEES TEACHER EVALUATION PROCESS. The forms, philosophical justifications, and goals/objectives of the RISE PROGRAM are incorporated into the adopted practice unless specifically identified in this supplemental document.

### **MT. VERNON STAFF PERFORMANCE PLAN**

This plan includes all certified staff; therefore, there are some employee job descriptions for which the RISE Evaluation Instrument is not applicable. Those positions are listed below:

- (1) Superintendent – ISBA/IAPSS Indiana Superintendent's Evaluation Process
- (2) Guidance Counselors – Professional School Counselor Effectiveness Rubric
- (3) Assistant Superintendent – Locally developed
- (4) Chief Financial Officer– Locally developed
- (5) Librarians – Association of Indiana School Library Educators (AISLE)
- (6) Special Education Teachers – Modified RISE
- (7) Director of Education (Elementary and Secondary)- Locally developed
- (8) Director of Operations- Locally developed
- (9) Director of Special Education
- (10) Director of Technology

- I. OBSERVATIONS-** As per Indiana Code, each certified employee of the Mt. Vernon Community School Corporation will be evaluated annually. For teachers, a major component of the evaluation process is classroom observations. The following categories identify the minimum number of observations each teacher will receive during the course of the school year. If an evaluator identifies a need for additional observations, she/he may conduct whatever number the evaluator deems necessary, based on an informed/formal support plan.

**A. TIER ONE**

1. All employees new to MVCSC through their second full year of employment will receive two (2) long observations and one (1) short observation. The evaluator will provide at least 4 “walk through” observations dispersed throughout the year.
2. If the employee receives Highly Effective (HE) or Effective (E) ratings each of his/her first two years: (s)he will move to TIER TWO.
3. If the employee receives an Improvement Necessary (IN) rating in either of his/her first two years, (s)he will remain in TIER ONE until completing two consecutive years of HE or E before moving to TIER TWO. Note: Two (2) consecutive years of Improvement Necessary rating may result in a recommendation to terminate employment.
4. If the employee receives an Ineffective (I) or Improvement Necessary (IN) rating at any point during his/her first two years of employment, (s)he and the evaluator will develop a remediation plan of not more than ninety(90) school days in length to correct the deficiencies noted in the certified employee's evaluation. Failure to correct all deficiencies listed in the Remediation Plan may result in a recommendation to terminate employment. A teacher may have a CTA or ISTA representative with them to help develop the remediation plan.

5. All TIER ONE employees will have a post observation conference with their evaluator within 7 days of the long observations. At least one long observation should be scheduled in the first semester.
6. Evaluations for All TIER ONE employees shall be completed at least 12 days before the end of the last student day.

**B. TIER TWO**

1. All employees that have satisfied the standards of TIER ONE will be observed a minimum of twice a year. All employees new to MVCSC through their second full year of employment will receive one (1) long observation and one (1) short observation. The evaluator will schedule the long observation with the teacher. Both observations must be completed before 12 days from the last student day. The evaluator will provide at least 4 “walk through” observations dispersed throughout the year. If the evaluator feels additional observations are necessary, additional observations may be scheduled based on an informal/formal support plan. The additional observations will be unannounced..
2. If an employee receives a rating of Improvement Necessary, (s)he will be placed in TIER ONE at the start of the next year of employment, and (s)he will need to satisfy the standards set in TIER ONE before returning to TIER TWO. Note: Two (2) consecutive years of Improvement Necessary ratings may result in a recommendation to terminate employment.
3. If an employee receives an “Ineffective” or “Improvement Necessary” rating (s)he and the evaluator will develop a remediation plan of not more than ninety (90) schools days in length to correct the deficiencies noted in the evaluation. Failure to correct all deficiencies listed in the remediation plan may result in a recommendation to terminate employment.
4. A Mid-Year Evaluation Conference must be held **if** one or more of the following circumstances apply:
  - a) If the teacher feels that a discussion is necessary or they have questions
  - b) For teachers who the evaluator feels have performed at an “Improvement Necessary” or “Ineffective” rating during the first semester;
  - c) For teachers who are currently on an Intervention Plan; or
  - d) If deficiencies are noted in either one or both indicators in Domain 4 – Core Professionalism.

The Intervention Plan should include:

- e) Goal(s): State the deficiencies where remediation is necessary.
- f) Domain and Competency – list the domain number and competency number being addressed.
5. Action steps – include specific and measurable steps the teacher must make to improve.
6. Benchmarks and Date – set benchmarks to check the teacher’s progress throughout the improvement timeline.
7. Evidence of Achievement – list how the evaluator will know if the goal(s) has been met.

**C. SUMMATIVE EVALUATION CONFERENCE**

1. By May 15, all employees whose performance to date indicates an “Improvement Necessary” or an “Ineffective” rating is possible, must have a summative conference with their primary evaluator.
2. At that conference, the primary evaluator will indicate to the employee whether (s)he is recommending:
  - a) Contract renewal with reservations. If this is the evaluator’s recommendation, a date will be set to develop a Remediation Plan for the first semester of the following school year.
  - b) Termination. If this is the primary evaluator’s recommendation, (s)he will provide the employee with the process to be followed and the employee’s rights within this process.
3. After April 15 and before the end of the school year, the primary evaluator will hold a summative conference with the remaining certified employees to review the data gathered to date.
4. A preliminary summative evaluation sheet shall be completed and signed/dated by the evaluator and teacher (see attached form).

**D. FINAL CONFERENCE**- This conference will be held within thirty (30) days of receipt of the final testing data from IDOE. After the final rating is determined, the primary evaluator and the teacher will sign the document and forward a copy to the superintendent. This conference may not occur until after the start of the next school year due to the availability of the data.

**II. PROFESSIONAL PRACTICE COMPETENCE**

**A. NON-ADMINISTRATIVE PERSONNEL**

B. The minimum number of long, short, and walk-through evaluations are identified in the previous section.

Each long observation will be at least 40 minutes.

1. The first long observation will be announced, and all others will be unannounced.
2. The teacher will receive written feedback from the evaluator within seven (7) school days of the observation.
3. Short observations will be unannounced.
4. Short observations will be at least 10 minutes in length.
5. The teacher will receive written feedback within seven (7) school days of the short observations.
6. The scoring weights for the three Domains in the Teacher Effectiveness Rubric are:

Domain 1 Planning	10%
Domain 2 Instruction	75%
Domain 3 Leadership	<u>15%</u>
	100%
7. The final teacher effectiveness rubric rating will be determined as outlined on pages 15, 16, 17, and 18 of the RISE Component 1: Professional Practice handout.
8. The scale used to identify where the teacher falls within each category is:

Ineffective	1
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Improvement Necessary	2
Effective	3
Highly Effective	4

9. The fourth Domain (Core Professionalism) will be rated either:
- Teacher meets all Core Professionalism Standards. **OR**
  - Teacher does not meet all Core Professionalism Standards.

NOTE: if the teacher does not meet all Core Professionalism Standards, he or she automatically will receive a one point deduction from their Final Score.

10. Core Professionalism includes:
- Attendance
  - On-time arrival
  - Follows State, Corporation and School Policies and Procedures
  - Shows respect for students, colleagues, parents/guardians, and community members.

**B. CERTIFIED ADMINISTRATOR METRICS**

- Principals, Assistant Principals, Athletic Directors
  1. Leadership Outcomes (Rubric Score) = 100%
  
- The superintendent will evaluate the principals and all central office certified administrators annually.
- The principals will evaluate the other administrators and certified staff within their building annually.
  
- The superintendent’s evaluation metrics are:
  1. Leadership Outcomes (Rubric Score) = 80%
  2. Superintendent Goals = 20%

TOTAL = 100%

NOTE: The superintendent will be evaluated annually by the School Board

C. Rigorous Measures of Effectiveness - Observation rubrics for all certified staff, including detailed descriptions of each level of performance for each domain and/or indicator are linked below:

- [Superintendent Rubric](#)
- [Assistant Superintendent Rubric](#)
- [Teacher Rubric](#)
- [Athletic Director Rubric](#)
- [Principal Rubric](#)
- [Assistant Principal Rubric](#)
- [Speech and Language Pathologist Rubric](#)
- [School Counselor Rubric](#)
- [Central Office Rubric](#)
- [Occupational and Physical Therapist Rubric](#)

## **I. STUDENT LEARNING AND THE TEACHER'S FINAL EVALUATION RATING**

Final evaluation ratings for ALL teachers under the RISE model will be broken down in the following manner:

$$\text{Teacher Effectiveness Rating (TER)} = 100\%$$

- The Final Summative Rating will be modified so that no teacher receives a rating of effective or highly effective if the DOE reports that the employee has negatively affected student growth or if the non- ILEARN teacher's results show negative growth as measured by local standards.
- The summative score for each employee yields placement into one of the following performance categories:
  - Less than 1.75 = Ineffective
  - 1.75 to 2.49 = Improvement Necessary
  - 2.50 to 3.49 = Effective
  - 3.50 to 4.00 = Highly Effective

## **II. ADDITIONAL CONSIDERATIONS**

- At any point during the school year, an employee rated as "Ineffective" may request a private conference with the superintendent or his/her designee. The request must be in writing and delivered to the superintendent. The conference will be held within fifteen (15) days of the superintendent's receipt of the request.
- A teacher may request an observation by another qualified MVCSC evaluator if the teacher disagrees with the primary evaluator's determination.
- No student will be allowed to be enrolled in a class requiring the student to be taught by an "Ineffective" teacher for the second straight year. If the employee is the only teacher scheduled to teach the specific class, the parents/guardian will be notified that the classroom assignment is unavoidable.
- A teacher may have a Classroom Teachers' Association representative or ISTA with them at any of the conferences or remediation plan development meeting by simply notifying the primary evaluator that the representative will be in attendance.
- Only trained and certified RISE evaluators will be used for classroom observations and goal setting activities.

## **III. DETERMINATION OF NEGATIVE IMPACT**

Negative impact is characterized by a significant decrease in student achievement and notably low levels of student growth. IDOE will calculate negative impact for all teachers with Indiana Growth Model data. A teacher who negatively affects student achievement and growth cannot receive a rating of highly effective or effective. IC 20-28-11.5-4 (c) 6.

For teachers who do not receive Indiana Growth Model data (IGM), Negative Impact on Student Learning is defined by the district as any teacher who is scored in the Ineffective

category on their summative evaluation. This will be determined during the evaluation process as a teacher who fails to meet district expectations in academic standards, student ability to demonstrate mastery.

Teachers identified in the category of Negative Impact on Student Learning are not eligible for any performance raise on the corporation's compensation model. Additionally, any teacher rated Improvement Necessary, but not identified as Negative Impact on Student Learning, also cannot receive a performance pay increase for the year of the below performance expectations on the summative evaluation.

### **2022-23 Evaluation Expectations**

#### **Observations:**

- Long Observation (40-45 mins.)
  - Feedback will be provided by the evaluator within 7 school days
  - Teachers will be given five (5) days to review the written feedback from the long observations.
  - Administrator will provide a 1-week window to observe
  - Teacher will upload a lesson plan from the week (not necessarily the observed lesson. The goal is to take a sample and use the RISE rubric domain 2.1-Plans should include: Standard, Objective, Procedure, Assessment)
  
- Short Observation (10-15 mins.)
  - Feedback will be provided by the evaluator within 7 school days
  - Unannounced
  - Teacher will upload a lesson plan from the week (not necessarily the observed lesson. The goal is to take a sample and use the RISE rubric domain 2.1-Plans should include: Standard, Objective, Procedure, Assessment)
  
- Walk Through Observations
  - At least four are completed for each teacher throughout the year (Tier 1 & Tier 2)
  - Feedback is provided through *Standards for Success* on the *New Art and Science of Teaching*

#### **Summative Evaluation:**

- All certificated staff will receive their final summative rating based on 100% of the TER by the end of the school year.

## **Evaluators:**

- **Training Process**
  - Evaluators are initially trained on how to evaluate staff members under their supervision through the Central Indiana Education Service Center (CIESC)
- **Ongoing Training**
  - Evaluators are kept up-to-date with any updates to Standards for Success, the evaluation platform that Mt. Vernon uses to record and store all components that make up a certified staff member's evaluation. Anytime changes or updates are made, evaluators are informed and trained on how to apply those changes.
- **Description of Evaluators**
  - Evaluators are comprised of both district-level and building-level licensed administrators.
  
- **Process for Determining Evaluators**
  - The Superintendent is the primary evaluator of all district-level administrators as well as each building principal.
  - Principals and Assistant Principals in each building serve as the primary evaluators for each member of the bargaining unit (teachers and guidance counselors) within their building.