

Piper USD 203 Overview of the Evaluation Process

Certified employees are to be evaluated by the 60th day of each semester during their first two consecutive years of employment in the district. Certified employees are to be evaluated by February 15th in their third and fourth consecutive years of employment in the district. Thereafter, certified employees must be evaluated every third year of consecutive employment (i.e., 7th year, 10th year, 13th year, etc.). Certified employees may be placed on evaluation out of this cycle.

The purpose of the evaluation process is to:

- Improve student learning.
- Improve instructional techniques.
- Promote professional growth.
- Recognize outstanding teacher performance.
- Make employment decisions.
- Meet statutory and contractual requirements

Timeline for First & Second Year Certified Employees

- I. First Semester Conference by September 15
 - A. Discuss and initiate the appraisal process.
 - B. Develop the professional growth plan (completed by certified employee and evaluator). This plan is based on objectives focusing on strengthening performance with respect to:
 1. Indicators on the formal evaluation document.
 2. Professional growth initiatives.
 3. School improvement targets.
- II. Classroom Observation(s) after September 15, but before 60th day of the semester
 - A. Minimum of one classroom/site observation.
 - B. Follow-up conference resulting in a written classroom/site observation report (completed by evaluator).
 - C. Informal classroom/site visits and evaluation conferences as necessary.
- III. First Semester Final Evaluation Conference by 60th day of the semester
 - A. Formal evaluation document for first semester (completed by the evaluator) presented and discussed.
 - B. Professional growth plan report (completed by certified employee and evaluator) presented and discussed. Since the first and second year teacher will be evaluated again in the second semester, this professional growth plan report may be a progress report as the objectives of the plan may not be reached until the second semester.
- IV. Second Semester Conference by February 1
 - A. Review the appraisal process to date
 - B. Review the professional growth plan (completed by certified employee and evaluator during the first semester)
- V. Classroom Observation(s) after February 1, but before 60th day of the semester
 - A. Minimum of one classroom/site observation.
 - B. Follow-up conference resulting in a written classroom/site observation report (completed by evaluator).
 - C. Informal classroom/site visits and evaluation conferences as necessary.
- VI. Second Semester Final Evaluation Conference by 60th day of the semester
 - A. A new formal evaluation document for second semester (completed by evaluator) presented and discussed.
 - B. Professional growth report (completed by certified employee and evaluator) presented and discussed. This report is a final summary of the work accomplished on the plan during the school year.
 - C. Notify certified employee of the next cycle of evaluation.
 1. End of first year in the district – repeat this cycle next year.
 2. End of second year in the district – go to the cycle for third year certified employees.

Timeline for Certified Employees in Their Third or More Consecutive Years in the District

- I. First Semester Conference by October 15
 - A. Discuss and initiate the appraisal process.
 - B. Develop the professional growth plan (completed by certified employee and evaluator). This plan is based on objectives focusing on strengthening performance with respect to:
 1. Indicators on the formal evaluation document.
 2. Professional growth initiatives.
 3. School improvement targets.
- II. Classroom Observation(s) after October 15, but before February 15
 - A. Minimum of one classroom/site observation.
 - B. Follow-up conference resulting in a written classroom/site observation report (completed by evaluator).
 - C. Informal classroom/site visits and evaluation conferences as necessary.
- III. Second Semester Final Evaluation Conference by 60th day of the semester
 - A. Formal evaluation document for second semester (completed by evaluator) presented and discussed.
 - B. Professional growth report (completed by certified employee and evaluator) presented and discussed.
 - C. Notify certified employee of the next cycle of evaluation.
 1. End of third year in the district – repeat this cycle next year.
 2. End of fourth year in the district – if all district standards on the formal evaluation document have been met, this evaluation is complete and evaluation resumes every third year (i.e., 7th year, 10th year, 13th year).
 3. If all district standards of the formal evaluation document have not been met, the evaluator will continue to monitor the employee on a yearly basis or more frequently as necessary.