EVALUATION OF PROFESSIONAL STAFF

The Board of Education requires a program of comprehensive, performance-based evaluations for the teachers and other professional staff members it employs in order to ensure high-quality staff performance that improves student achievement. Evaluation instruments used by the district will minimally reflect the Essential Principles of Effective Evaluation as adopted by the Missouri State Board of Education (State Board).

Evaluation of Professional Staff - Policy GCN
Evaluation of Professional Staff - Policy GCN-AP1

SJSD Foundational Practice

OVERVIEW

St. Joseph School District will use the Network for Educator Effectiveness (NEE) for performance-based teacher evaluation. The NEE platform has multiple evaluation tools including the professional development plan, unit of instruction, classroom observation, student survey, and summative evaluation.

The NEE is a comprehensive educator evaluation system with a purpose: to grow teachers and improve schools.

The NEE benefits include:
- Multiple measures of effectiveness recorded in a secure online portal
- A focus on educator growth and school improvement
- High-quality resources for educator growth and development

In-depth training for administrators to conduct reliable, consistent classroom observations and provide meaningful feedback to professional staff

DEFINITIONS

New Teacher - A teacher in their first two years of teaching.

Probationary Teacher - A teacher with less than five (5) full years of teaching experience in the St. Joseph School District.

Career (Tenured) Teacher - A teacher with more than five (5) full years of teaching experience in the St. Joseph School District.

Teacher Professional Development Plan - The purpose of the Professional Development Plan (PDP) is to align an individual teacher's professional development plan to the goals of the school and/or district. This helps teachers to construct a specific, focused timeline of professional development activities centered on one goal and generates conversations about that professional development throughout the evaluation cycle.

Data Cycle - A data cycle allows a teacher to use formative and summative

assessments to guide instructional decisions. For 23-24, the Unit of Instruction (UOI) will not be required. In place of the UOI, teachers will complete at least one data cycle and provide evidence of this task to their principal or evaluator.

REQUIRED PROCESSES

New Teacher - Years 1-2
- Professional Development Plan (PDP) - Developed and reviewed annually
- Data Cycle - Developed and reviewed annually
- Classroom Observations - Completion of five unscheduled observations annually
- Mid Year Review
- New Teacher Mentoring Program - Completion of ongoing mentoring tasks
- Summative Evaluation - Completed annually

Probationary Teacher - Years 3-5
- Professional Development Plan (PDP) - Developed and reviewed annually
- Data Cycle - Developed and reviewed annually
- Classroom Observations - Completion of five unscheduled observations annually
- Mid Year Review
- Summative Evaluation - Completed annually

Career Teacher
- Professional Development Plan (PDP) - Developed and reviewed annually
- Data Cycle Developed and reviewed annually
- Classroom Observations - Completion of five unscheduled observations annually
- Mid Year Review
- Summative Evaluation - Completed annually

550 Teacher
- Professional Development Plan (PDP) - Developed and reviewed annually
- Data Cycle (1)- Developed and reviewed annually
- Classroom Observations - Completion of two unscheduled observations annually
- Summative Evaluation - Completed annually

EVALUATION TIMELINE

PDP Submitted Classroom Observation #1	September 25, 2023
Student survey #1 completed (**Optional)** Review PDP with administrator, discuss data cycle plan	October 26, 2023
Classroom Observation #2	October 31, 2023
Classroom Observation #3	November 30, 2023
Classroom Observation #4 PDP Mid Year Review	January 12, 2024
Student survey #2 completed (**Optional)** Data cycle evidence submitted to administrator	February 15, 2024
Classroom Observation #5 completed PDP completed	February 27, 2024
Summative Evaluation completed	March 1, 2024

TEACHER STANDARDS & INDICATORS

In support of the school improvement plan goals, the SJSD has selected three indicators for the 2023-2024 school year, indicator 1.2, 4.1 and indicator 7.4.

(1.2) The teacher cognitively engages students in the content.

(4.1) The teacher uses instructional strategies leading to student problem-solving and critical thinking.

(7.4) The teacher monitors the effect of instruction on individual and class learning.

A fourth indicator may be selected based on individual teacher need as determined by the principal.

These indicators will be evaluated during classroom observations and should inform the development of the annual PDP.

CLASSROOM OBSERVATIONS

Every teacher will be observed a minimum of 5 times during the academic year. Administrators will observe classrooms for 10-15 minutes and provide specific feedback about quality indicators 1.2 (student engagement), 4.1 (critical thinking and problem solving), 7.4 (formative assessment/using data to guide instruction). An additional individual indicator may also be added for an individual teacher by the building principal as necessary. Four observations must be of the classroom/learning environment. Special education teachers may be observed and evaluated on one Individualized Education Plan (IEP) meeting. Regular education teachers may be observed and evaluated on one data analysis meeting.

POST-OBSERVATION FEEDBACK

As part of the feedback-loop, administrators are required to provide face-to-face feedback within 72 hours of the classroom observation about the lesson segment observed. **NEE recommends 24 hours.**

OPTIONAL OBSERVATIONS

Administrators have access to a variety of observation forms on the NEE platform and may use them at any time to complete a full, formal observation in addition to the required 5 classroom observations.

DATA CYCLE

Using data to guide instructional decisions is a necessary and effective approach to improving academic achievement. This component meets the annual requirement for Student Learning Objectives (SLO). A data cycle template will be provided for teachers. A template has been created for Elementary and Secondary. The data cycle task will not be scored, but the principal must collect evidence of this task being

completed by each classroom teacher.

STUDENT SURVEYS (Optional)

Student feedback is an important part of promoting teacher professional growth. As part of NEE, students in the fourth grade through twelfth grade may report on their teacher's practices using a standard survey. The Student Survey is modular in nature and specific questions relate to the different NEE Indicators.

In support of the school improvement plan goals, the SJSD has selected three indicators for the 2023-2024 school year, indicator 1.2, 4.1, and 7.4.

(1.2) The teacher cognitively engages students in the content.

(4.1) The teacher uses instructional strategies leading to student problem-solving and critical thinking.

(7.4) The teacher monitors the effect of instruction on individual and class learning.

*Select the Help and Resources tab and search "Student Surveys" for the handout.

SUMMATIVE EVALUATIONS

The Teacher Summative Report is organized by NEE indicators. Data related to each indicator are reported as counts and/or means. Our district uses two data sources and each data source is reported separately within each indicator.

Classroom Observation
Classroom Observation data are reported as the number of observations scored and the mean or average score across those observations by indicator. Classroom observation scores range from 0 to 7. Any indicator scored as "No opportunity to observe" is not included in the count or mean calculations. Means aggregated across buildings and districts are reported as the school mean and district mean, respectively.

Teacher Professional Development Plan
The number of professional development plans is the number of scored PDP organizers (typically one PDP). The mean is the average score of all elements associated with that indicator. Scores range from 0 to 4.

Log into the NEE platform to view the interpretation guide for summative evaluations.

STATUTORY/STATE DEPARTMENT/DISTRICT ALIGNMENT

Statutory Requirements - DESE Principles for Effective Evaluation	SJSD Practice
(A) The evaluation process should use research-based performance targets aligned with state model educator and leaders standards. Performance of educators is measured against research-based proven expectations and performance targets consistent with the improvement of student achievement.	NEE Performance Indicators; Summative Performance Report; Professional Development Plan (PDP)

(B) The evaluation process should establish indicators of performance articulated across differentiated levels with standards specifying expectations at all levels of practice. Multiple ratings are used to differentiate levels of educator performance.	NEE Performance Indicators that include multiple rating levels; Summative Performance Report
(C) The evaluation process should be aligned with the probation period for the educator as specified in state law and provide for the accurate and appropriate accumulation of performance data. A probationary period of adequate duration is provided to ensure sufficient induction and socialization through development support for new teachers and leaders.	District New Teacher Mentoring program for teachers in years 1 & 2 of professional practice; Full Summative Review every year for educators
(D) The evaluation process should use student growth in learning as a significant contributing factor in the evaluation of practice at all levels, using a wide variety of student performance measures. Measures of growth in student learning across two points in time are included as a significant contributing factor in the evaluation of professional practice at all levels.	Annual data cycle completed by all teachers; Student surveys may be conducted throughout school year *Counselors, Library Media Specialists* and *Speech Language Pathologists,* do not complete annual data cycles.
(E) The evaluation process should assess performance on a regular basis, providing timely feedback from multiple sources that promotes formative development at all career stages and supporting overall improvement. Ongoing, timely, deliberate, and meaningful feedback is provided on performance relative to research-based targets.	5 Observations per year for all educators related to three district-selected performance indicators; Additional indicators may be used by principals; Observations followed by personal feedback from evaluator; annual Professional Development Plan (PDP) for all educators; annual data cycle for all educators.
(F) The evaluation process should be designed to ensure that evaluators who collect evidence and provide feedback are highly trained and objective, ensuring that ratings are fair, accurate, and reliable. Standardized, periodic training is provided to evaluators to ensure reliability and accuracy.	Initial evaluator certification and yearly evaluator recertification
(G) The evaluation process should be designed to guide district decisions regarding determinations of status, recognition, development, interventions, and policies that impact student learning in the system. Evaluation results and data are used to inform decisions regarding personnel, employment determinations and human resource policies such as promotion, retention, dismissal, induction, tenure, compensation, etc.	Data and Information informs district professional development and school improvement plans; Annual review of New Teacher Induction program; Yearly Human Resources review of Evaluation Procedures.

RESOURCES

Contact the NEE Help Desk at (844) 793-4357 with any technical difficulties.

Contact the St. Joseph School District Human Resources Office or Academic Services at 671-4000 with any questions about the evaluation process through the NEE model.

Visit the EdHub Library for helpful resources related to the NEE model. https://nee-onlinemanager.missouri.edu/Help/EdHubLibrary