

## **TEACHER EVALUATION PHILOSOPHY AND GOALS WEBSTER GROVES SCHOOL DISTRICT**

Good teachers are life-long learners. Students benefit from teachers who have positive attitudes about themselves and their careers. An evaluation program must encourage teachers to grow and develop personally and professionally. This program is designed to assist teachers in learning about their subject matter, pedagogy, students, school, and district. Teacher evaluation challenges teachers to be the best they can be and to align their talents and skills with the goals of the building and the district.

The primary purpose of the Webster Groves School District is to provide students with the best possible education. Teacher evaluation, therefore, has three goals:

1. To ensure a high-quality teaching staff;
2. To support teachers in their own professional growth and development;
3. To determine contract renewal.

In order to help teachers increase their expertise, the evaluation process should

- Uphold professional standards
- Focus on classroom practice
- Provide flexibility for teachers and evaluators
- Acknowledge and accommodate differences in experience among teachers
- Support reflective practice
- Encourage congruence among District, building, team, and individual goals
- Provide opportunities for individual professional growth and recognition
- Address evaluation criteria in lessons

Teacher evaluation builds upon teachers' strengths, encourages teachers to reflect upon the teaching process, and addresses areas for individual growth. Evaluation and professional development are integrally woven together because of the shared focus on teacher growth. Both processes will support teachers as they improve their professional skills and understandings.

**TABLE OF EVALUATION CYCLES**

<b>Evaluation Time Line</b>	<b>Non-Tenured</b>					<b>Tenured (3-year cycle)</b>		
	1	2	3	4	5	1	2	3
Scheduled Observation	At least 1	At least 1	At least 1	At least 1	At least 1	At least 1 every 3 <sup>rd</sup> year		
Un-Scheduled Observation	At least 2	At least 2	At least 2	At least 1	At least 1	At least 1 every 3 <sup>rd</sup> year		
Informal Observation	Ongoing							
Classroom Observations	Administrator observes classroom instruction with pre-and post-conferences for scheduled observations and post-conferences only for unscheduled observations.							
Professional Development Plan (Annual) All Certified Staff	Early in the school year, the administrator meets with the teacher to discuss the Professional Development Plan (PDP) and its management as it relates to performance standards and the school improvement plan.							

**Non-Tenured Teacher  
First Year in Webster Groves School District – New to Teaching**

- The Teacher Will:**
- Attend New Teacher Orientation
  - Participate in the mentor program
  
  - Provide data as requested by administrator including:
    - Pre-Observation Forms
    - Lesson Reflection Forms
  - Develop a Professional Development Plan with the assistance of the mentor by Oct 31

- The Administrator Will:**
- Conduct three observations annually with pre & post conferences:
    - One scheduled
    - Two unscheduled
  - Provide data related to performance standards and PDP from sources including, but not limited to:
    - Artifact Data
    - Observations
    - Professional Relationships
  - Develop and discuss the Evaluation Report (Summative) by March 1

## **Non-Tenured Teacher First Year in Webster Groves School District – New to Teaching**

**During the annual evaluation cycle, the first-year, non-tenured teacher who is new to teaching will:**

- **Attend the New Teacher Orientation.** The teacher will attend the district-wide orientation for new teachers. These workshops are designed to give the teacher information about the District, the curriculum, and other useful information to help begin the year successfully.
- **Participate in the mentor program.** The teacher will work with their mentor throughout the year and participate in the scheduled after-school meetings designed to assist teachers in developing skills needed in classroom management, instructional delivery, and professional development. All activities relate to the submission of the application for Career Continuous Professional Certificate (CCPC).
- **Provide data as requested by administrator, including the Pre-Observation Form.** Prior to the scheduled observation, the teacher will complete the Pre-Observation Form which will be used as a basis of discussion at the pre-observation conference. After each observation, the teacher may be asked to complete the Lesson Reflection Form which would then be discussed at the post-observation conference along with the observations of the evaluator.
- **Develop a Professional Development Plan (PDP) with the assistance of the mentor.** The teacher will collaborate with the mentor and the administrator in developing a Professional Development Plan. The teacher will discuss the plan with the mentor and administrator prior to October 31. At the end of the school year, the teacher will complete the “Review” section with the administrator.

**The Administrator will:**

- **Conduct three observations annually; one scheduled with pre-and post-observation conferences and two unscheduled with post-observation conference.** A minimum of one scheduled and two unscheduled observations will be conducted during the year. The administrator will take notes during the observations and will complete an “Observation Record Form.” These observations will address the Evaluation Criteria (Appendix A). The administrator will meet with the teacher to discuss the Pre-Observation Form prior to each scheduled observation. After each observation, the administrator will meet with the teacher to discuss the lesson. Any forms will be signed by both the teacher and the administrator. Observations may be increased by request of the teacher or the administrator.
- **Provide data related to performance standards and PDP.** The administrator will provide data from sources including but not limited to: copies of Observation Records, and other data as requested by the teacher.

- **Develop and discuss Evaluation Report (Summative) by March 1.** The administrator will prepare an Evaluation Report using the Observation Records, Professional Development Plan, Professional Improvement Plan (if applicable), data collected by the teacher, and the Evaluation Criteria with descriptors. The administrator and teacher will meet to discuss and sign this report. Copies of the Evaluation Report will be given to the teacher, and one will be submitted to the Human Resources Department by March 1st.

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**Non-Tenured Teacher  
First Year in Webster Groves School District – Prior Teaching Experience**

**The Teacher Will:**

- Attend New Teacher Orientation
- Work with Building Buddy
- Provide data as requested by administrator including
  - Pre-Observation Forms
  - Lesson Reflection Forms
- Develop a Professional Development Plan by Oct 31<sup>st</sup>.

**The Administrator Will:**

- Conduct three observations annually with pre & post conferences:
  - One scheduled
  - Two unscheduled
- Collect data related to performance standards and PDP from sources including, but not limited to:
  - Artifact Data
  - Observations
  - Professional Relationships
- Develop and discuss the Evaluation Report (Summative) by March 1

## **Non-Tenured Teacher First Year in Webster Groves School District – Prior Teaching Experience**

**During the annual evaluation cycle, the first-year, non-tenured teacher with prior teaching experience will:**

- **Attend the New Teacher Orientation.** The teacher will attend the district-wide orientation for new teachers. These workshops are designed to give the teacher information about the District, the curriculum, and other useful information to help begin the year successfully.
- **Work with a Building Buddy coach.** The teacher will work with an experienced teacher who will assist them with building procedures, classroom management, instructional delivery, and professional development.
- **Provide data as requested by administrator, including the Pre-Observation Form.** Prior to the scheduled observation, the teacher will complete the Pre-Observation Form which will be used as a basis of discussion at the pre-observation conference. After each observation, both scheduled and unscheduled, the teacher may be asked to complete the Lesson Reflection Form which would then be discussed at the post-observation conference.
- **Develop a Professional Development Plan (PDP).** The teacher will complete the Professional Development Plan Form. The teacher will discuss the plan with his/her buddy and administrator prior to October 31. At the end of the school year, the teacher will complete the “Review” section of the Professional Development Plan Form and discuss it with the administrator.

**The Administrator will:**

- **Conduct three observations annually; one scheduled with pre-and post-observation conferences and two unscheduled with post-observation conference.** A minimum of one scheduled and two unscheduled observations will be conducted during the year. The administrator will take notes during the observations and will complete an “Observation Record Form.” These observations will address the Evaluation Criteria (Appendix A). The administrator will meet with the teacher to discuss the Pre-Observation Form prior to each scheduled observation. After each observation, the administrator will meet with the teacher to discuss the lesson. Any forms will be signed by both the teacher and the administrator. Observations may be increased by request of the teacher or administrator.
- **Provide data related to performance standards and PDP.** The administrator will provide data from sources including, but not limited to: copies of Observation Records, and other data as requested by the teacher.
- **Develop and discuss Evaluation Report (Summative) by March 1.** The administrator will prepare an Evaluation Report prior to March 1 using the Observation Records, Professional Development Plan, Professional Improvement Plan (if applicable), data collected by the teacher, and the Evaluation Criteria with descriptors. The administrator and teacher will meet to discuss and sign the Summative Report. Copies of the Evaluation Report will be given to the teacher and one will be submitted to the Human Resources Department by March 1st.



**Non-Tenured Teacher  
Second and Third Years in Webster Groves School District**

**The Teacher Will:**

- Provide data as requested by administrator, including:
  - Pre-Observation Forms
  - Lesson Reflection Forms
- Develop a Professional Development Plan

**The Administrator Will:**

- Conduct three observations annually with pre & post conferences:
  - One scheduled, and
  - Two unscheduled
- Collect data related to performance standards and PDP from sources including, but not limited to:
  - Artifact Data
  - Observations
  - Professional Relationships
- Develop and discuss the Evaluation Report (Summative) by March 1

## **Non-Tenured Teacher Second and Third Year Non-Tenured Teacher**

**During the annual evaluation cycle, the second and third year, non-tenured teacher will:**

- **Provide data as requested by administrator, including the Pre-Observation Form, and Lesson Reflection Form.** Prior to the scheduled observation, the teacher will complete the Pre-Observation Form, which will be used as a basis of discussion at the pre-observation conference. After each observation, both scheduled and unscheduled, the teacher may be asked to complete the Lesson Reflection Form which would then be discussed at the post-observation conference.
- **Develop a Professional Development Plan (PDP).** The teacher will complete the PDP Form. The teacher will discuss the plan with the administrator prior to October 31. At the end of the school year, the teacher will complete the "Review" section of the Professional Development Plan Form and discuss it with the administrator.

**The Administrator will:**

- **Conduct three observations annually; with one scheduled pre & post conferences and two unscheduled with post conferences.** A minimum of one scheduled and two unscheduled observations will be conducted during the year. The administrator will take notes during the observations and will complete an "Observation Record Form." These observations will address the Evaluation Criteria (Appendix A). The administrator will meet with the teacher to discuss the Pre-Observation Form prior to each scheduled observation. After each observation, the administrator will meet with the teacher to discuss the lesson. All forms will be signed by both the teacher and the administrator. Observations may be increased by request of the teacher or administrator.
- **Provide data related to performance standards and PDP.** The administrator will provide data from sources including but not limited to: copies of Observation Records, and other data as requested by the teacher.
- **Develop and discuss Evaluation Report (Summative) by March 1.** The administrator will prepare an Evaluation Report prior to March 1 using the Observation Records, Professional Development Plan, Professional Improvement Plan (if applicable), data collected by the teacher, and the Evaluation Criteria with descriptors. The administrator and teacher will meet to discuss and sign the Summative Report. Copies of the Evaluation Report will be given to the teacher and one will be submitted to the Human Resources Department by March 1st.

**Non-Tenured Teacher  
Fourth and Fifth Years in Webster Groves School District**

**The Teacher Will:**

- Provide data as requested by administrator, including:
  - Pre-Observation Forms
  - Lesson Reflection Forms
  
- Develop a Professional Development Plan

**The Administrator Will:**

- Conduct two observations annually with pre and post conferences:
  - One scheduled
  - One unscheduled
  
- Collect data related to performance standards and PDP from sources including, but not limited to:
  - Artifact Data
  - Observations
  - Professional Relationships
  
- Develop and discuss the Evaluation Report (Summative) by March 1

## **Non-Tenured Teacher Fourth and Fifth Years in Webster Groves School District**

**During the annual evaluation cycle, the fourth or fifth year non-tenured teacher will:**

- **Provide data as requested by administrator, including the Pre-Observation Form.** Prior to the scheduled observation, the teacher will complete the Pre-Observation Form which will be used as a basis of discussion at the pre-observation conference. After each observation, both scheduled and unscheduled, the teacher may be asked to complete the Lesson Reflection Form which would then be discussed at the post-observation conference along with the observations of the evaluator.
- **Develop a Professional Development Plan (PDP).** The teacher will complete the PDP Form. The teacher will discuss the plan with the administrator prior to October 31. At the end of the school year, the teacher will complete the "Review" section of the Professional Development Plan Form and discuss it with the administrator.

**The Administrator will:**

- **Conduct two observations annually; one scheduled with pre- and post-observation conference, and one un-scheduled with post-observation conference.** A minimum of one scheduled and one unscheduled observation will be conducted during the year. The administrator will take notes during the observations and will complete an "Observation Record Form." These observations will address the Evaluation Criteria (Appendix A). The administrator will meet with the teacher to discuss the Pre-Observation Form prior to each scheduled observation. The administrator will fill out the Observation Record for every observation scheduled, both scheduled and unscheduled. After each observation, the administrator will meet with the teacher to discuss the lesson. All forms will be signed by both the teacher and the administrator. Observations may be increased by request of the teacher or the administrator.
- **Provide data related to performance standards and PDP.** The administrator will provide data from sources including but not limited to: copies of the Observation Records, and other data as requested by the teacher.
- **Develop and discuss Evaluation Report (Summative) by March 1.** The administrator will prepare an Evaluation Report prior to March 1 using the Observation Records, Professional Development Plan, Professional Improvement Plan (if applicable), data collected by the teacher and the Evaluation Criteria with descriptors. The administrator and teacher will meet to discuss and sign the Summative Report. Copies of the Evaluation Report will be given to the teacher and one will be submitted to the Human Resources Department by March 1st.

**Tenured Teacher  
Webster Groves School District**

**The Teacher Will:**

- Provide data as requested by administrator:
  - Pre-Observation Forms
  - Lesson Reflection Forms
- Develop a Professional Development Plan
- Request additional observations by administrators if desired.

**The Administrator Will:**

- Conduct two observations every third year with pre and post conferences:
  - One scheduled
  - One unscheduled  
(Additional scheduled and unscheduled observations may be completed at the request of the teacher or the administrator)
- Collect data related to performance standards and PDP from sources including, but not limited to:
  - Artifact Data
  - Observations
  - Professional Relationships
- Develop and discuss the Evaluation Report (Summative) by May 15<sup>th</sup>.

## Tenured Teacher in Webster Groves School District

During the triennial evaluation cycle, the tenured teacher will:

- **Provide data as requested by administrator, including the Pre-Observation Form.** Prior to the scheduled observation, the teacher will complete the Pre-Observation Form which will be used as a basis of discussion at the pre-observation conference. After each observation, both scheduled and unscheduled, the teacher may be asked to complete the Lesson Reflection Form which would then be discussed at the post-observation conference along with the observations of the evaluator.
- **Request additional observations by administrator, if desired.** The teacher may ask the administrator to observe a class or activity. This could be documented as a scheduled or unscheduled observation.
- **Develop a Professional Development Plan (PDP).** The teacher will complete the PDP Form which outlines the plan. The teacher will discuss the plan with the administrator prior to October 31. At the end of the school year, the teacher will complete the "Review" section of the Professional Development Plan Form and discuss it with the administrator.

The Administrator will:

- **Conduct two observations every third year; one scheduled with pre- and post-conferences, and one un-scheduled with post-observation conference.** A minimum of one scheduled observation and one unscheduled observation will be conducted every third year. The administrator will take notes during the observations and will complete an "Observation Record Form." These observations will address the Evaluation Criteria (Appendix A). The administrator will meet with the teacher to discuss the pre-observation form prior to the scheduled observation. The administrator will fill out the Observation Record for each observation. After each observation, the administrator will meet with the teacher to discuss the lesson. All forms will be signed by both the teacher and the administrator. Observations may be increased by request of the teacher or the administrator.
- **Provide data related to performance standards and PDP.** The administrator will provide data from sources including, but not limited to copies of Observation Records, and other data as requested by the teacher.
- **Develop and discuss Evaluation Report (Summative) by May 15th of the evaluation year.** The administrator will prepare an Evaluation Report during the evaluation year using the Observation Records, Professional Development Plan, Professional Improvement Plan (if applicable), data collected by the teacher, and the Evaluation Criteria with descriptors. The administrator and teacher will meet to discuss and sign the Summative Report. Copies of the Evaluation Report will be given to the teacher and one will be submitted to the Human Resources Department by May 15<sup>th</sup>.