

Effective evaluation systems recognize, promote and help develop effective and successful educators. Therefore, Parma School District No. 137 adopts this policy for certificated staff performance evaluations to ensure that all certificated personnel are evaluated fairly and consistently. Multiple measures are utilized in which the evaluation criteria and procedures for the evaluation of certificated personnel are research based. For pupil service staff, standards are aligned with the profession's national standards. For instructional staff, standards are aligned to Charlotte Danielson Framework for Teaching Second Edition domains and components of instruction and are based on professional practice.

EVALUATION PURPOSE

The purpose for conducting employee evaluations is to improve student achievement by supporting certified personnel development. Evaluations assist in identifying employee strengths and areas of needed growth while providing direction and support for continued learning and professional development. Evaluations may also be used to document areas of improvement and to make decisions regarding personnel actions.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Individualized professional learning plan” means an individualized professional development plan based on the Idaho framework for teaching evaluation and includes, at a minimum, identified interventions based on the individual's strengths and areas of needed growth, how the individual will set student achievement and growth goals, and areas of identified professional development and mentoring that target continuous improvement in professional areas, future student achievement, and school building or district culture.

“Instructional staff,” also referred to as teachers, are those employees involved in the direct instruction of a student or group of students and who hold a valid certificate issued under Idaho Code §33-1201.

“Pupil service staff” are those individuals who provide services to students but are not involved in direct instruction of those students and who hold a valid certificate issued under Idaho Code §33-1201.

“Renewable contract personnel” are those certificated individuals who have been employed by this district for four (4) or more continuous years.

[The following components are required for certificated personnel evaluations and must be included in district policy. The district may utilize the suggested language in italics (change to regular font if utilized) or develop and adopt its own, where appropriate (regular font is required language).]

EVALUATOR

The Superintendent or designee is responsible for evaluations of certified staff assigned at the district level. Building principals or designee(s) at each school building are responsible for evaluating instructional staff and pupil service staff performance in the school. All individuals responsible for evaluating instructional staff and pupil service staff performance shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five (5) years of conducting any evaluations.

EVALUATION CRITERIA

For all certification personnel, domain or component ratings, or both, may be weighted based on the individual's individualized professional learning plan. If weighting the summative evaluation toward only two or three of the domains, the evaluation must indicate how this aligns with the individualized professional learning plan. The summative evaluation rating must be based on a combination of professional practice and student achievement as specified in those sections below and, at a minimum, will include:

1. Domain 1: Planning and Preparation
 - a. Demonstrating knowledge of content and pedagogy.
 - b. Demonstrating knowledge of students.
 - c. Setting instructional outcomes.
 - d. Demonstrating knowledge of resources.
 - e. Designing coherent instruction.
 - f. Designing student assessments.
2. Domain 2: The Classroom Environment
 - a. Creating an environment of respect and rapport.
 - b. Establishing a culture for learning.
 - c. Managing classroom procedures.
 - d. Managing student behavior.
 - e. Organizing physical space.
3. Domain 3: Instruction and Use of Assessment
 - a. Communicating with students.
 - b. Using questions and discussion techniques.
 - c. Engaging students in learning.
 - d. Using assessment in instruction.
 - e. Demonstrating flexibility and responsiveness.

4. Domain 4: Professional Responsibilities
 - a. Reflecting on teaching.
 - b. Maintaining accurate records.
 - c. Communicating with families.
 - d. Participating in a professional community.
 - e. Growing and developing professionally.
 - f. Showing professionalism.

MEASURES/SOURCES OF DATA

Professional Practice – Majority of the Evaluation Ratings

All certificated instructional staff will receive an evaluation in which at least a majority of the evaluation ratings must be based on professional practice. All measures included within this portion of the evaluation will be aligned to the state evaluation framework domains and components. Professional practice includes a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year. In situations where certificated personnel are unavailable for two (2) documented classroom observations, due to situations such as long-term illness, late year hire, etc., one (1) documented classroom observation is acceptable. At least one (1) documented summative evaluation must include a rating for all components within each domain or indicate how the evaluation is weighted toward specific domains and aligned to the individualized professional learning plan of the applicable professional standards used for evaluation of certified personnel. In addition to the domains and components of the state evaluation framework, at least one of the following measures will be included to inform the professional practice portion of all certificated instructional employee evaluations:

1. Parent/guardian input;
2. Student input; and/or
3. Portfolios.

Student Achievement – Part of the Evaluation Ratings

Instructional staff summative evaluations will include measurable student achievement, as defined in Idaho Code §33-1001, as applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations will include measurable student achievement or student success indicators, as applicable to the position. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one (1) year or both years' data. Growth in student achievement will also be considered as an optional measure for all other school based and district-based staff.

EVALUATION PROCEDURES

At least one (1) evaluation will be completed in each annual contract year of employment. The superintendent or designee retains discretion to complete additional evaluations where appropriate. All evaluations will be completed on or before June 1 of each year. Evaluations will include a minimum of two (2) documented observations, one (1) of which will be completed prior to January 1 of each year. No contract shall be issued for the next ensuing year until such time as the employee's formal written performance evaluation has been completed.

Prior to the start of the school year, certificated instructional and pupil service employees will fill out a self-assessment and create an individualized professional learning plan. The self-assessment and individualized professional learning plan will be submitted to the evaluator prior to beginning of the year conference. At the beginning of the year conference, the evaluator will review and discuss the employee's self-assessment and individualized professional learning plan, previous student growth measures and expected student growth measures for the upcoming year, previous student achievement data, and parent/guardian input. The evaluator will notify the employee of factors that will be utilized in measuring effectiveness.

Prior to January 1, the evaluator will conduct a documented observation and provide feedback on the employee's performance for the year thus far.

At the end of the year, the evaluator and employee will review and discuss the employee's individualized professional learning plan and the achievement of set goals, student achievement data, and parent/guardian input. The evaluator will provide feedback on the employee's performance for the year and assign a final effectiveness rating.

The above evaluation procedures will apply to certificated non-instructional and pupil service staff. The evaluation tool for certificated non-instructional and pupil service staff will be differentiated in a way that either aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible or is aligned with applicable national standards.

COMMUNICATION OF RESULTS AND PERSONNEL RECORDS

A copy of each written evaluation will be submitted to the certified employee within five (5) school days following the formal evaluation. The evaluator and certified employee may schedule a meeting to discuss the evaluation, progress on the employee's individualized professional learning plan, and any other matters relevant to the evaluation. The certified employee will have the opportunity to attach a response to his or her evaluation within twenty-one (21) calendar days.

Certificated personnel evaluations, including all observations, will be considered permanent records and will be maintained in each employee's personnel file. All evaluation records will be kept confidential as required by state and federal law.

PERSONNEL ACTIONS

The following actions may result from the evaluation process if determined to be appropriate:

1. A letter of reprimand, letter of concern, or discretionary plan of improvement;
2. Renewal of employment contract;
3. A period of probation, only as applicable to certificated employees employed under a Category 3 or renewable certified personnel contract;
4. Reassignment;
5. Immediate discharge;
6. Renewal of the employment contract under a continued probationary status; and/or
7. Non-renewal of employment contract.

A letter of reprimand, letter of concern, or discretionary plan of improvement may be issued at any time, with or without a formal evaluation. Any recommendation to place an employee on a period of probation, discharge the employee immediately, discharge the employee upon termination of the current contract, or reemploy the employee at the end of the contract term under a continued probationary status contract must be approved by the board of trustees. Procedures for placing a certificated employee on probation and discharging a certificated employee will follow Idaho law and district policies.

Nothing in this policy shall be read to impact the district's right to immediately, without an evaluation or period of probation, discipline an employee up to and including immediate discharge for reasons other than unsatisfactory performance.

PROBATION

The district will not establish a period of probation for certificated employees employed under a Category 1 or Category 2 contract, or for employees employed under a retired teacher contract whose performance is unsatisfactory. Matters relating to the employment and/or non-reemployment of such category contract employees will be consistent with the provisions of Idaho Code §§33-514 and 33-1004H. If appropriate, the district will establish a period of probation for employees employed under a Category 3 or renewable certified personnel contract as provided under Idaho Code §§33-514 and 33-515.

SUPPORTS AND REMEDIATION

Employees placed on probation or a discretionary plan of improvement will receive remediation designed to provide direction and support for improved employee performance. Additionally, employees who are placed on probation or a discretionary plan of improvement may request and/or be assigned a peer mentor. Other types of support and interventions may include, but are not limited to, the following:

- Classroom observations in other selected teachers' classrooms;

- Online or live professional development opportunities; and
- Other supports as may be agreed to or assigned by the evaluator.

The evaluator will work with the employee to identify and address the areas of concern, the remediation objectives, the criterion that will be used to measure the progress sought, support resources, provisions for adequate supervision and evaluation of performance during the probationary period, and timelines. Removal from probation or a discretionary plan of improvement will depend on the successful achievement of the articulated goals.

During the probationary or discretionary plan of improvement period, the evaluator will conduct additional observations as needed to ensure the effectiveness of the remediation measures on the employee's performance.

APPEAL

When disagreement exists regarding the results of the evaluation, the affected employee is entitled to attach a rebuttal to his or her evaluation. The employee may also request an informal review of the evaluation by the superintendent or designee.

MONITORING AND EVALUATION

The superintendent or designee is responsible for ensuring that the evaluation process is in compliance with state requirements and implemented fairly and consistently. The superintendent or designee will continually review and develop the district's personnel evaluation system taking into account input from trustees, administrators, teachers, and parents where appropriate. Any changes to the district's evaluation model will be approved by the board of trustees and submitted to the SDE for approval.

PROFESSIONAL DEVELOPMENT AND TRAINING

The district will provide ongoing training for evaluators/administrators and teachers regarding the evaluation standards, tools, and processes. All individuals responsible for evaluating certificated instructional staff and pupil personnel performance will receive training in conducting observations and evaluating effective teacher performance.

Additional staff training and professional development opportunities will be provided throughout the year on an as needed basis to provide certificated instructional staff with the tools necessary to be effective educators. Funding will be allotted in the annual budget for the ongoing training and professional development.

COLLECTING AND USING DATA

Aggregate data will be considered part of this district's and its individual schools' needs assessment in determining professional development offerings. The district will report the ratings

of individual certificated personnel evaluations to the SDE annually for state and federal reporting purposes.

INDIVIDUALIZED TEACHER EVALUATION RATING SYSTEM

Evaluations will be used to identify employee proficiency and record professional growth over time and will be used to develop individualized professional learning plans. The individualized teacher rating system will have a minimum of three (3) rankings used to differentiate performance of teachers and pupil personnel certificate holders including:

- a. Unsatisfactory = 1
- b. Basic = 2
- c. Proficient = 3
- d. Distinguished = 4



LEGAL REFERENCE:

Idaho Code Sections

- 33-513 – Professional Personnel
- 33-514 – Issuance of Annual Contracts
- 33-515 – Issuance of Renewable Contracts
- 33-518 – Employee Personnel Files
- 33-1001 – Definitions
- 33-1201A – Idaho Professional Endorsement
- 74-106 et seq. – Records Exempt from Disclosure

IDAPA – Rules Governing Uniformity

08.02.02.007 – Definitions

08.02.02.120 – Local District Evaluation Policy – Instructional Staff and Pupil Service

Staff Certificate Holders

CROSS-REFERENCE:

Assignment, Reassignment and Transfer of Certificated Employees – 441

Discharge of Certificated Employees – 454

ADOPTED: March 10, 2014

AMENDED: November 10, 2014

AMENDED: November 16, 2017

AMENDED: February 12, 2018

AMENDED: February 12, 2024