



Cache County School District

Policy Series 5000: Personnel

Policy No. 5230 P1

Educator Effectiveness

Definitions:

1. Career educator - a licensed employee entitled to a reasonable expectation of continued employment under the policies of the District.
2. Provisional educator - An employee entering a licensed teaching assignment or position, returning to a licensed teaching assignment or position with the District, or an educator who accepts another position substantially different from the position in which career status was achieved (e.g., classroom teacher to curriculum specialist).
3. Probationary educator - any licensed educator employed by the District who has been placed on probation and has a plan of assistance due to the results of a summative evaluation.
4. Formative observations - annual informal observations and feedback designed to promote an educator's performance growth.
5. Summative evaluation - a formal evaluation designed to make ratings of an educator's performance. The evaluator reviews their self-assessment, formative observations, and lines of evidence and completes a formal summative evaluation form. Decisions on salary and employment may be made based on summative evaluations.
6. Summative score - the Educator Effectiveness score assigned to the educator (i.e., not effective, emerging/minimally effective, effective).
7. Satisfactory performance - a summative score of either Emerging/Minimally Effective or Effective rating.
8. Unsatisfactory performance - a summative score of Not Effective.

General Procedures

Each licensed educator shall be evaluated annually by his/her administrator(s), as determined by the District. Administrators shall review the purposes and procedures of the evaluation process with all licensed educators annually by September 15th.

Evaluation records are classified as "Private Records".

Evaluation Frequency

Evaluations will be based on a four-year improvement cycle. Formative observations will occur annually. Summative evaluations will occur annually for provisional and probationary educators and every four years for career educators and will include a summative score. An administrator may choose to evaluate any educator summatively as deemed necessary.

Formative Observations and Feedback

Formative observations and feedback are to be conducted with each classroom educator, with a goal of at least five times annually. Administrators should use the CCSD Observation Tool and Process, which focuses on the Elements of Effective Teaching and is aligned with the UETS standards. A feedback conversation with the educator follows formative observations and is recommended to occur within 24 hours of the observation. Observation feedback from this conversation should be made available, in writing, to the educator within two school days of the observation, preferably sooner.

For counselors, school psychologists, speech language pathologists/technicians, school social workers, and instructional coaches, reflective conversations should occur using the CCSD Feedback Tool for Educational Professionals as frequently as possible.

In all cases, with classroom educators and educational professionals, administrators must track observations and record feedback on observations in the district's shared drive.

Summative Evaluations

Summative evaluations will occur every year for provisional or probationary educators, every four years for career educators, and include the following components.

1. Self-assessment: Completed by classroom educators during a summative evaluation to self-assess their progress in meeting the Utah Effective Teaching Standards and to facilitate ongoing professional growth.

Counselors, school psychologists, speech language pathologists/technicians, school social workers, and instructional coaches, etc. utilize self-assessments based on the standards in their individual fields.

Administrators should discuss the self-assessment with the educator as part of their summative evaluation.

2. Lines of Evidence: Educators should present and discuss with an administrator multiple lines of evidence that demonstrate their professional growth leading up to a summative evaluation. These lines of evidence should include the following:
 - a. Student and Parent Input: Stakeholder surveys are administered to students and parents at least every four years and are required for the summative evaluation. The district provides approved surveys. Other stakeholder feedback collected by the educator, school, or district is also appropriate.

- b. Formative observations: An educator may present formative observations conducted by the administrator in the current or previous years.
 - c. Student growth data: Educators should collect and submit student growth data. This may be facilitated through professional learning community data protocols, student learning objectives (SLOs), classroom-based data, or other progress monitoring tools such as benchmark testing or curriculum-based measures. Administrators are not permitted to use state-required end-of-level assessment scores or data of a student who is chronically absent as part of the formative or summative evaluation.
3. Summative evaluation: The administrator meets with the educator to review all components of the summative evaluation, including:
 - a. the self-assessment
 - b. student and parent input
 - c. a reasonable number of supervisor observations
 - d. student academic growth data.

The administrator completes the Summative Evaluation form to include a summative score based on the following levels and suggested definitions:

- One (not effective)- The educator did not meet performance expectations.
- Two (emerging/minimally effective)- The educator partially met performance expectations by demonstrating evidence of professional growth or student academic growth.
- Three (effective)- The educator met performance expectations by demonstrating evidence of professional growth and student academic growth.

Annual Timelines

1. By September 15 - Orientation of educators about the Educator Effectiveness Process
2. Between September 1 - April 30, Formative Observations are conducted and saved to the district's shared drive.
3. Between September 15 - April 30, Summative Evaluations are conducted and recorded in ObserverTab.

Acknowledgment and Appeal

The summative evaluation shall be acknowledged by the educator and the current principal, the principal's designee, or the immediate supervisor. The educator's acknowledgment indicates receipt of the summative evaluation but does not necessarily signify agreement with its contents or the summative score.

If the educator does not agree with any portion of the evaluation, the educator has the right to submit a written response expressing his/her views. This written response must be submitted to his/her supervisor and the Director of Human Resources within fifteen (15) days of the end-of-year conference.

A copy of the summative evaluation shall be provided to the educator, and a copy shall be retained in Observertab electronically.

If a review is requested, the Superintendent's designee shall appoint an independent reviewer to review and make recommendations regarding the employee's evaluation. The review shall be in accordance with the Utah State Board of Education rules. The independent reviewer shall not be an employee of the District.

Plan of Assistance

Career Educators whose overall Educator Effectiveness rating is "Not Effective" shall be notified that their employment status may be questioned and placed on probationary status with a Plan of Assistance (POA).

A Plan of Assistance (POA) shall be provided that includes:

1. Identified specific, measurable, and actionable deficiencies.
2. Recommended course of action and resources intended to improve the educator's performance. This POA may not exceed 120 school days.
3. At the conclusion of the POA, a conference will be held to gather evidence and review the degree of progress made.
4. The immediate supervisor confers with the Director of Human Resources to determine the action to be taken. The following options are available.
 - a. Remediation Completed – If the career educator has demonstrated satisfactory progress, including completing all goals, he/she is removed from the POA and reinstated as a career educator.
 - b. Termination - Career educators whose summative overall rating remains as "Not Effective" shall be subject to the provisions of the policy "Employment Certificated - Termination of Employment."

Special Notes:

- If a licensed educator receives an overall rating of "Not Effective," he/she shall not advance on the District's wage or salary schedule or receive SHINE funds.
- Career educators placed on a POA for unsatisfactory performance who receive another unsatisfactory rating within three years are subject to non-renewal or employment termination pursuant to Utah Law.