

Policy Manual

Code

5740 - F

Section

Section 5000 - Personnel

Status

Active

Title

Reduction in Force Form

Adopted

February 5, 2025

Teacher Profile for: _____

Subject of Instruction: _____

Date: _____

Completed by: _____

REDUCTION IN FORCE FORM

CATEGORY	DOCUMENTATION	SCORING	DOMAIN	ENTER PTS EARNED
1. EVALUATION	Utilize the last completed annual evaluation. In the case of a 1st year teacher who has not received an annual evaluation, utilize the first observation of the year.	Distinguished / Proficient = 3pts Basic = 1pts Unsatisfactory = 0pt	Domain 1 Planning/Prep	
		Distinguished / Proficient = 3pts Basic = 1pts Unsatisfactory = 0pt	Domain 2 Clsmr Environent	
		Distinguished / Proficient = 3pts Basic = 1pts Unsatisfactory = 0pt	Domain 3 Instruction	
		Distinguished / Proficient = 3pts Basic = 1pts Unsatisfactory = 0pt	Domain 4 Professional Resp	
		Max Possible Score 12 x 4 = 48	Employee Score x 4 = _____ Higher Weighted	

CATEGORY	DOCUMENTATION	SCORING	ENTER PTS EARNED
2. EXPERIENCE, EDUCATION, CERTIFICATION, ADDITIONAL ENDORSEMENTS	Hard to Fill Positions (Identify)	2 pts	
	Advanced Professional Endorsement (Level of APE: 1, 2, 3, 4, 5)	2 points per Level - up to 10 possible points	
	Years 4 through 8 and scoring distinguished in Domain 2 or 3	2 pts	
	Masters Degree	2 pts	
	Doctorate	2 pts	
	Additional Active Endorsements	2 pts each Endorsement (Max 8 points)	
	Max Possible Score = 24	Employee Score	

CATEGORY	DOCUMENTATION	SCORING	ENTER PTS EARNED
3. PROFESSIONAL CONTRIBUTIONS (use the A.P.E. Leadership Criteria)	Teacher served in an additional building or district leadership role during three (3) of the previous five (5) years	2 Pts	

		Max Possible Score = 2	Employee Score	
CATEGORY	DOCUMENTATION	SCORING		ENTER PTS EARNED
4. YEARS OF TEACHING IN AN ACCREDITED SCHOOL	25+ or more years of completed service = 6			
	20-24 years of completed service = 5			
	15-19 years of completed service = 4			
	10-14 years of completed service = 3			
	5-9 years of completed service = 2			
	1-4 years of completed service = 1			
		Max Possible Score = 6	Employee Score	
CATEGORY	DOCUMENTATION	SCORING		ENTER PTS EARNED
5. PROFESSIONAL STANDARDS AND CONDUCT	Placed on an Informal or Formal Improvement Plan in the last 3 years	Yes = 0 pts		
		No = 2 pts		
		Max Possible Score 2	Employee Score	

TOTAL POINTS:

0

TIE BREAKER CONSIDERATIONS (WITHIN THE DISTRICT)	SCORING	ENTER PTS EARNED
Years of Service Teaching in the District	25+ years = 6 20-24 years = 5 15-19 years = 4 10-14 years = 3 5-9 years = 2 1-4 years = 1	
Head Coaching Position / Elementary Coaching during three (3) of the previous five (5) years	4	
Assistant Coach / Club / After School Programs during three (3) of the previous five (5) years	3	
Mentor / Master Teacher for Student Interns during the previous five (5) years	2	
Assistant Volunteer Coach during three (3) of the previous five (5) years	1	
	Max Possible Score	

Policy History:

Adopted on: March 18, 2013

Revised on: January 28, 2021

Reviewed on: February 5, 2025