

## Policy 5221

### Personnel

#### Evaluation of Certificated Personnel

##### Evaluation Purpose

The District has a firm commitment to performance evaluation of District personnel through a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals. The procedures outlined in this policy apply to certificated personnel.

##### Definitions

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

“Certificated instructional employees,” also referred to as teachers, are those employees who are currently teaching in an Idaho K-12 classroom/school and hold a valid Idaho certificate.

“Certificated non-instructional employees” are those individuals who are required to hold a certificate, but do not meet the definition of instructional employees. Certificated non-instructional employees include those individuals who hold pupil personnel certificates.

“Pupil personnel certificate holders” are those individuals who serve as school counselors, school psychologists, speech-language pathologists, school social workers, school nurses and school audiologists.

“Nonrenewable contract personnel,” also referred to as annual contract employees, are those individuals who have been hired on a Category 1, Category 2 or Category 3 contract.

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

##### Frequency of Evaluation:

Each certificated staff member shall receive at least one (1) written evaluation to be completed no later than June 1 for each annual contract year of employment which shall include multiple measures that are research based and aligned to the Charlotte Danielson Framework for Teaching Second Edition. The evaluation of instructional personnel shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1.

One Evaluation and one Summary Evaluation will be completed for each certificated employee by June 1 of each year. Documentation on the Evaluation form will refer to the two dated observations as required for each employee. The Evaluation and Summary Evaluation will be submitted to the district office to be maintained in the personnel file.

### Evaluation Criteria

Sixty-seven percent (67%) of the evaluation of instructional personnel will be based upon professional practice as based on the Charlotte Danielson Framework for Teaching 2<sup>nd</sup> Edition to include the following:

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.

Thirty-three percent (33%) of the evaluation of instructional certificated personnel will be based on multiple objective measures of growth in student achievement and/or as measured by Idaho's statewide assessment for federal accountability purposes (or by multiple alternative objective measures). Examples include but are not limited to end of course assessments, student learning objectives, and district adopted vendor assessments. Growth in student achievement as measured by the Idaho's statewide assessment for federal accountability must be included when available. Growth in individualized measures of performance directly related to the employee's job responsibilities will be established by the immediate supervisor (evaluator) and employee by October 31 of each year.

### Certificated Non-Instructional Employees

Evaluations for certificated non-instructional personnel will be differentiated and based on Charlotte Danielson's Framework for Teaching 2<sup>nd</sup> Edition, Specialist Positions Domains 1 through 4. Growth in individualized measures of performance directly related to the employee's job responsibilities will be established by the immediate supervisor (evaluator) and employee by October 31 of each year.

### Parental/Guardian Input

The Summary Evaluation Form will include a section for input received from parents/guardians and will be considered as a factor in the completion of each certificated staff member's summative evaluation under Domain 4 – Communicating with Families. Parental or guardian input forms will be made available on the District webpage each January.

### Evaluators

The Superintendent/designee has the overall responsibility for the administration of the Performance Evaluation Program and will ensure the fairness, efficiency, and consistency of its execution. The Superintendent will evaluate district level staff, and building administrators will evaluate building staff unless otherwise assigned.

Evaluators shall provide evidence of proficiency in administering the District's tool for evaluating an educator's performance.

### Evaluation Procedures

The following will be included in the evaluation process:

1. Professional goal setting and self-assessment reviews will be conducted with the educator prior to October 31 of each annual contract year.
2. A minimum of two (2) observations will be conducted, the first to be complete prior to January 1.
3. A certificated staff member-administrator/evaluator review will be held following each observation. The observation instrument is to be dated and signed by the certificated staff member and the administrator/evaluator;
4. The Evaluation and Summary Evaluation review and interview will be conducted prior to June 1 of each annual contract year. When a certificated staff member has equal FTE's in two buildings the Summary Evaluation Forms will be combined. The Evaluation and the Summary Evaluation will be signed by the certificated staff member and the evaluator and placed in the employee's personnel file. The District shall report the rankings of individual certificated personnel evaluations annually to the State Department of Education for State and Federal reporting purposes.
5. Teacher performance goals will be reviewed prior to June 30 of each year.

### Appeal

Within ten (10) working days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal of any portion of the evaluation form.

The written rebuttal shall state the specific content of the evaluation form with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation form requested. The supervisor will address the rebuttal within a period of ten (10) working days. The supervisor may amend the evaluation or state reason(s) why the evaluation will not be amended. Any documentation will be placed in the employee's personnel file.

Should any action be taken as a result of an evaluation to not renew an individual's contract, the District will comply with the requirements and procedures established pursuant to Idaho Code 33-513 through 33-515.

### Remediation and Probation

The district is not required to establish a period of probation for Category 1 or Category 2 employees whose performance is unsatisfactory.

When any Category 3 employee's work is found to be unsatisfactory, a defined period of probation of not less than eight (8) weeks will be established by the Board.

For renewable contract employees, the Board will establish a reasonable period of probation before determining that it will not renew a contract due to a report of unsatisfactory performance. The period of probation will not affect the employee's renewable contract status.

Notwithstanding the open meeting law, the Board will make decisions regarding placing a certificated employee on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the board's decision will be placed in the employee's personnel file.

For educators who receive an average rating of Unsatisfactory in any one Domain or in Growth in Student Achievement, and where remediation would be an appropriate course of action, a Plan of Improvement or Probation will be implemented. The Plan of Improvement and/or Probation will include the following:

1. Written notice of the specific areas of unsatisfactory performance,
2. A description of the supervisor's expectation,
3. A program for correcting the deficiency,
4. Criteria which will be used to measure the correction,
5. A timeline, a list of the assistance and resources to be provided, monitoring procedures, the date by which the program must be completed, and adequate supervision, assistance, and evaluation during the designated period.

If the Superintendent/designee recommends placing an employee on Probation, the Board will consider such recommendation at an executive session. The Probationary period will be determined by the Board. At the end of the probationary period, the Superintendent/designee will make a recommendation to the Board to renew or terminate

the employee based on supporting evidence.

### Individualizing Teacher Evaluation Rating System

The Summary Evaluation will be based upon Charlotte Danielson's Framework for Teaching 2<sup>nd</sup> Edition and will include four (4) rankings to differentiate performance. Unsatisfactory being equal to 1, Basic being equal to 2, Proficient being equal to 3, and Distinguished being equal to 4. The general criteria upon which the performance evaluation system will be based are as follows:

- Domain 1: Planning and Preparation (15 %)
- Domain 2: The Classroom Environment (15 %)
- Domain 3: Instruction and Use of Assessment (25 %)
- Domain 4: Professional Responsibilities (12 %)
- Growth in Student Achievement (33%)

An overall rating score using the 4 point system will be calculated for each employee. The scores for each component within a domain will be averaged together to provide an average score for each domain. The average scores for domains 1-4 will be averaged with the score for Growth in Student Achievement to generate the final score and rating for each evaluation.

### Measurable Student Achievement Data

Measurable student achievement data consists of at least 33% of the evaluation results and based on multiple objective measures of growth in student achievement (IDAPA 08./02.02.007.08). Assessments that may be used for student achievement and growth include: Idaho Standards Achievement Test; Student Learning Objectives; Formative Assessments; Teacher-constructed Assessments of Student Growth; Pre-and post-tests; Performance-based Assessments; Idaho Reading Indicator; and College Entrance Exams (PSAT, SAT, ACT).

### Collecting and Using Data

Data from the evaluation of teacher and pupil personnel certificate holders, multiple measures of objective student achievement data, and parental input will be used to provide professional development and remediation.

### Professional Development and Training

The Superintendent/designee shall create and implement procedures for the ongoing training for evaluators and certificated personnel; for the collecting and using data gathered from evaluation forms to improve instruction; and for the remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action. District funds will be allocated for this purpose.

### Personnel Records

Permanent records of each Evaluation and each Summary Evaluation will be maintained in the educator's personnel file at the District Office. Records will be kept confidential within

the parameters identified in Federal and State regulations regarding the right to privacy. Pursuant to Idaho Code 33-210, upon request from a hiring school district, copies of all information relating to job performance or job related conduct including all documents in the personnel, investigative, or other files, shall be made available.

Evaluation System Monitoring and Approval

Any changes to the District's evaluation policy shall be submitted to District's Policy Committee consisting of staff, Board members, parents, and students prior to submittal to the State Department of Education for final approval.

Policy History:

Adopted: August 2016

Amended: November 2016

Exhibit A – Teacher Evaluation Timeline

Exhibit B – Teacher Evaluation Form

Exhibit C – Teacher Evaluation Summary

Legal Reference:

I.C. 33-1210

I.C. 33-513

I.C. 33-514

I.C. 33-515

IDAPA 08./02.02.007.08