

MIDVALE SCHOOL DISTRICT #433
POLICY & PROCEDURE MANUAL

Series 400 -- PERSONNEL
Section 410 -- Personnel - General

Page 1 of 9

Policy 413.1 Evaluation of Certificated Personnel

Introduction:

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development, in achieving District goals, and to assist with decisions regarding personnel actions. This policy applies to certificated personnel, both instructional and non-instructional.

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

Objectives:

The formal performance evaluation system is designed to:

1. Assure considered opinion of an employee's performance and focus maximum attention on the achievement of assigned duties;
2. Serve as a systematic guide for supervisors in planning each employee's further training;
3. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
4. Assist in planning personnel moves and placements that will best utilize each employee's capabilities;
5. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments promotions, disciplinary action, and termination.

Responsibility:

The Superintendent or principal shall have the overall responsibility for the administration and monitoring of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution including:

MIDVALE SCHOOL DISTRICT #433
POLICY & PROCEDURE MANUAL

Series 400 -- PERSONNEL
Section 410 -- Personnel - General

Page 2 of 9

1. Distributing proper evaluation forms in a timely manner and ensuring that completed forms are returned for filing by a specified date;
2. Reviewing evaluations for completeness and identifying discrepancies;
3. Ensuring proper safeguards and filing of completed evaluations;
4. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the District's evaluation standards, forms, and processes and a plan for collecting and using data gathered from evaluations;
5. Creating a plan for ongoing review of the District's Performance Evaluation Program that includes input from all stakeholder groups;
6. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action;
7. Creating an individualized evaluation rating system for how evaluations will be used to identify a teacher's proficiency and record growth over time. A minimum of three (3) rankings will be used to differentiate performance of certificate holders: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; and proficient being equal to a rating of 3. A rating of 4 may be used for outstanding performance.

The Immediate Supervisor may be the employee's evaluator and is responsible for:

1. Continuously observing and evaluating an employee's job performance including a minimum of two (2) documented observations annually for certificated personnel, and (1) of which shall be completed prior of January 1st of each year;
2. Holding periodic counseling sessions with each employee to discuss job performance;
3. Completing Performance Evaluations as required; and
4. Completing training on the District's Performance Evaluation Program.

Evaluation Measures:

Periodic classroom observations will be included in the evaluation process with a minimum of two (2) documented observation annually for certificated personnel, one (1) of which shall be completed prior to January 1st.

MIDVALE SCHOOL DISTRICT #433
POLICY & PROCEDURE MANUAL

Series 400 -- PERSONNEL
Section 410 -- Personnel - General

Page 3 of 9

Sixty-seven percent (67%) of the evaluation of certificated personnel will be comprised of professional practice based on the *Charlotte Danielson Framework for Teaching Second Edition*.

The evaluation will be aligned with minimum State standards and based upon the *Charlotte Danielson Framework for Teaching Second Edition*, and will include, at a minimum, the following general criteria upon which the Professional Practice⁴ portion will be based:

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; and
 - F. Designing student assessments.
2. Classroom Learning Environment
 - A. Creating an environment of respect and rapport;
 - B. Establishing a culture for learning;
 - C. Managing classroom procedures;
 - D. Managing student behavior; and
 - E. Organizing physical space.
3. Instruction and Use of Assessment
 - A. Communicating with students
 - B. Using questioning and discussion techniques;
 - C. Engaging students in learning;
 - D. Using assessment in instruction;
 - E. Demonstrating flexibility and responsiveness.
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; and
 - F. Showing professionalism.

MIDVALE SCHOOL DISTRICT #433
POLICY & PROCEDURE MANUAL

Series 400 -- PERSONNEL
Section 410 -- Personnel - General

Page 4 of 9

The evaluation will also include at least one (1) of the following as a measure to inform the Professional Practice portion: input received from parents or guardians, input received from students, and/or portfolios. The District has chosen parent input as its measure to inform the Professional Practice portion in the elementary grades, and student input at the secondary level. The Board shall determine the manner and weight of parent or student input on the evaluation.

Thirty-three percent (33%) of the evaluation of certificated personnel will be based on multiple objective measures of growth in student achievement. One measure of growth in student achievement shall be Idaho's statewide assessment for federal accountability purposes. The evaluation will also include at least one additional objective measure of growth in student achievement based on research. The Board has chosen to use established assessments according to the teacher's assignments as the additional measures of growth in student achievement. That assessment will be mutually determined by the teacher and the superintendent. This 33% portion of the evaluation may be calculated using current and/or past year's data and may use one (1) or multiple years of data.

The total of the two parts (67% and 33%) will determine the teacher's rating. The individualized rating system will have four (4) rankings:

1. Unsatisfactory = 1
2. Basic = 2
3. Proficient = 3
4. Distinguished = 4

Written Evaluation

A written evaluation will be completed for each certificated employee. A copy will be given to the employee. The original will be retained by the immediate supervisor. The evaluation should be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

MIDVALE SCHOOL DISTRICT #433
POLICY & PROCEDURE MANUAL

Series 400 -- PERSONNEL
Section 410 -- Personnel - General

Page 5 of 9

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings.

The summative rating of each certificated teacher will be forwarded to the SDE annually by the designated date.

Meeting with the Employee

Counseling sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how he/she has performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not limited to, the following: job responsibilities, performance of duties, and attendance. A memorandum for record will be prepared following each counseling session and maintained by the supervisor.

Communication of Results: Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
2. Allow the employee to make any written comments he/she desires. Inform the employee that he/she may turn in a written rebuttal/appeal of any portion of the evaluation within seven (7) days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that he/she has been given a copy and initial after supervisor's comments.

No earlier than seven (7) days following the meeting, if the supervisor has not received any written response, the supervisor will forward the original evaluation to the superintendent or designee for review. The supervisor will also retain a copy of the completed form.

MIDVALE SCHOOL DISTRICT #433
POLICY & PROCEDURE MANUAL

Series 400 -- PERSONNEL
Section 410 -- Personnel - General

Page 6 of 9

Rebuttals/Appeal

Within seven (7) days from the date of the evaluation meeting with their supervisor the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reasons for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigate activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten(10) working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reasons why the supervisor will be not amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee, then the amended copy of the evaluation will be provided to, and signed by, the employee. The original amended evaluation will then be forwarded to the superintendent or the designee for review. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee, then the evaluation along with the written rebuttal/appeal, and the supervisor's response if any, will be forward to the superintendent or designee, for review. The supervisor will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

Personnel Actions

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined.

The following actions may result from the evaluation process:

1. A letter of reprimand;

MIDVALE SCHOOL DISTRICT #433
POLICY & PROCEDURE MANUAL

Series 400 -- PERSONNEL
Section 410 -- Personnel - General

Page 7 of 9

2. Renewal of employment contract;
3. A period of probation and Improvement plan
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 may be issued at any time, with or without a formal evaluation, if an employee is found to be in violation of applicable legal, ethical, or professional standards. 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 and comply with requirements and procedures established by State law..

Probation

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.

Prior to the commencement of the probationary period, the board will provide written notice to the employee, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including an improvement plan, provisions for adequate supervision, and evaluation of the employee's performance during the probationary period. After the probationary period, action will be taken by the board as to whether the employee is to be retained, immediately discharged, discharged upon termination of the current contract, or reemployed at the end of the contract term under a continued probationary status.

Remediation

MIDVALE SCHOOL DISTRICT #433
POLICY & PROCEDURE MANUAL

Series 400 -- PERSONNEL
Section 410 -- Personnel - General

Page 8 of 9

Employees placed on probation will receive remediation designed to provide direction and support for improved employee performance. Additionally, employees who are placed on probation may request and be assigned a peer mentor.

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 the position will depend on the successful achievement of the articulated goals.

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

Records

Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

Reporting

By July 1, 2015 the District shall submit an evaluation plan to the State Department of Education for approval. Any subsequent changes to the District's evaluation plan shall be resubmitted to the State Department of Education for approval. The District shall report the rankings of individual certificated personnel evaluations annually to the State Department of Education.

Legal reference: I.C. 33-514 Issuance of Annual Contracts – Support Programs --
Categories of Contracts – Optional Placement – Written
Evaluation.
I.C. 33.515 Issuance of Renewable Contracts
I.C. 33-518 Employee Personnel Files
IDAPA 08.02.02.120 Local District Evaluation Policy

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MIDVALE SCHOOL DISTRICT #433
POLICY & PROCEDURE MANUAL

Series 400 -- PERSONNEL
Section 410 -- Personnel - General

Page 9 of 9

16 Nov 2009 / BA# 2009-11-122
15 Mar 2010 / BA# 2010-03-03
19 Apr 2010 / BA# 2010-04-07
16 June 2014 / BA# 2014-06-11
20 Apr 2015 / BA# 2015-04-07
18 May 2015 / BA# 2015-05-08