

Duchesne County School District

Policy Committee Recommendations

Date: April 2016

Current Policy Statement (Proposed deletions from current policy highlighted in red.)	USBA Model Policy No current Model Policy	Policy Proposal (Additions from our current policy highlighted in blue.)
<p><b>3.0720 EMPLOYEE STANDARDS OF CONDUCT: EVALUATION OF CERTIFICATED PERSONNEL</b></p> <p><i>3.0720.02 EDUCATOR EVALUATION PROGRAM</i></p> <p><i>Issue Date: 9/12/96</i></p> <p>The evaluation program shall be developed by a committee comprised of equal numbers of classroom teachers and administrators appointed by the Board.</p> <p style="text-align: center;"><i>Utah Code § 53A-10-103 (2)</i></p> <p>The evaluation program includes but is not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Teachers will be evaluated by their principal, the principal's designee or the educator's immediate supervisor. <i>Utah Code § 53A-10-106 (1)</i></li> <li>2. At least fifteen (15) days prior to their first evaluation, teachers will receive notification of, and orientation to the District educator evaluation program which, includes the purpose of the evaluation and the method(s) used to evaluate. <i>Utah Code § 53A-10-105 (1)</i> <i>Utah Code § 53A-10-106 (2)</i></li> <li>3. Teachers will be evaluated following a reasonable number of observation</li> </ol>		<p><i>3.0720.02 EDUCATOR EVALUATION PROGRAM</i></p> <p>The Duchesne County School District educator evaluation system framework shall include:</p> <ol style="list-style-type: none"> <li>a) A plan for a reliable and valid evaluation program consistent with professional standards for both administration and teachers</li> <li>b) Include a timeline for self-evaluation, goal setting, informal analysis, summative evaluation, teacher/administration conference/review, timeframe to include additional information and appeals</li> <li>c) Orientation for educators on the evaluation instrument</li> <li>d) Provide a process for conducting formative and summative evaluation procedures for both administrators and teachers</li> <li>e) Defines multiple lines of evidence</li> <li>f) Refines rater-reliability for all instruments used</li> <li>g) Determines criteria for educator effectiveness</li> <li>h) Provides descriptive levels of teacher/administration effectiveness Highly effective; Effective; Emerging or Minimally Effective; Not effective</li> <li>i) Establishes levels of support</li> <li>j) Outlines due process and the procedures for appeals</li> <li>k) Contains a process for policy review</li> <li>l) Local board approved policy for teacher/administration evaluations</li> </ol> <p>For purpose of this policy the following definition apply:</p>

periods.

*Utah Code § 53A-10-106 (3)*

4. Evaluation will include the use of at least three (3) data sources, such as:

- a. Administrator evaluation
- b. Peer review of materials
- c. Dossier
- d. Student evaluation
- e. Parent evaluation
- f. Peer evaluation
- g. Records of student achievement on standardized or teacher-made tests
- h. Professional development
- i. Self-evaluation of educational goals
- j. Evaluation of lesson plans

*Utah Code § 53A-10-106 (4)*

5. The educator may make a written response to all or any part of the evaluation and it will be attached to the evaluation.

*Utah Code § 53A-10-106 (5)*

6. The evaluation will be valid, reliable and consistent with generally accepted professional standards for personnel evaluation systems.

*Utah Code § 53A-10-106 (6)*

7. Within fifteen (15) days after the completed evaluation process, the written evaluation report will be discussed with the educator. Following any revisions made after the evaluation, a copy of the evaluation shall be filed in the educator's personnel file together with any related reports or documents. A copy of the evaluation and attachments shall be given to the educator.

*Utah Code § 53A-10-106 (7)*

### **3.0720.03 APPLICATION OF EVALUATIONS**

*Issue Date: 9/12/96*

All certified personnel, other than the Superintendent, will have periodic written evaluations. Such evaluations may be considered by the Board prior to any Board action concerning the individual's employment.

### **Definitions**

1. **Board** refers to Duchesne County School District Board of Education

2. **Career Educator** a licensed educator who has reasonable expectation of continued employment under the policies of the board

3. **Educator** is an individual employed by Duchesne County School District who is required to hold a professional license issued by the Utah State Board of Educations, except:

a. A superintendent and the business administrator, or

1. An individual who works few than 3 hours per day; or
2. Is hired for less than half of the school year

4. **Probationary Educator** means an educator employed by the Duchesne County School District who, under board policy, has been advised by the district that the educator's performance is unsatisfactory.

5. **Provisional Educator** means an educator employed by the Duchesne County School District who has not achieved status as a career educator within the district.

6. **School Administrator** means an educator serving in a position that requires a Utah Educator License with an Administrative area of concentration and who supervises educators.

7. **Effectiveness rating** is an annual designation given to educators (highly effective; effective; emerging or minimally effective; or not effective) based on multiple lines of evidence such as self-evaluation, student and parent input, peer observation, supervisor observations, professional growth, student achievement, and other indicators of instructional improvement.

8. **Formative Evaluation** means evaluations that provide educators with feedback on how to improve their performance.

9. **Plan of Assistance** is a written document identifying a career educator's specific area(s)

<p>Evaluations of administrators and other non-teaching professional employees shall be based on a valid and reliable instrument and cumulative performance data gathered by supervisors throughout the year. Employees shall have at least one evaluation conference annually and may have as many as the supervisor deems necessary.</p> <p><b>3.0720.04 DOCUMENTATION</b></p> <p><i>Issue Date: 9/12/96</i></p> <p>Reports, correspondence, and memoranda may be placed in each employee's personnel file, as necessary, to document performance.</p> <p><b>3.0720.05 EVALUATION: PROVISIONAL / PROBATIONARY EDUCATORS</b></p> <p><i>Issue Date: 9/12/96</i></p> <p>Evaluations of provisional and probationary educators shall be conducted at least twice each school year.</p>		<p>of unsatisfactory performance and detailing recommendations and strategies for improvement that includes:</p> <ul style="list-style-type: none"> <li>a) Specific, measurable, and actionable deficiencies</li> <li>b) Available resources that will be provided for improvement, including a mentor</li> <li>c) A recommended course of action that will improve the career educator's performance</li> </ul> <p>10. <b>Summative Evaluations</b> are evaluations that are used to make annual decisions or ratings of educator performance and may inform decisions on salary, confirmed employment, personnel assignments, transfers, or dismissals.</p> <p>11. <b>Unsatisfactory Performance</b> means a deficiency in performing work tasks, which may be:</p> <ul style="list-style-type: none"> <li>a) Due to insufficient or undeveloped skills, lack of knowledge or aptitude, poor attitude, or insufficient effort; and</li> <li>b) Remediated through training, study, mentoring, practice or greater effort.</li> </ul> <p>12. <b>Valid and Reliable Measurement Tools</b> means an instrument that has proved consistent over time and uses non-subjective criteria that require minimal interpretation.</p> <p>Utah Code Ann. § 53A 8a-402(2012)</p> <p style="text-align: center;"><b>Formative and Summative Evaluation</b></p> <p><b>Summative evaluations:</b> Will occur once every three years for non-provisional educators unless data or evidence indicates a need for more frequency. For all other teachers it will occur twice yearly until provisional status has been lifted. A three times a year interview process (August/September, January/February and April) will be used to gather data and to drive conversation to determine teacher effectiveness ratings.</p> <p><b>Teachers:</b></p> <ul style="list-style-type: none"> <li>a) <b>Instructional Effectiveness</b> – school administrators will conduct formal observations and walkthroughs to determine effectiveness of instruction using</li> </ul>
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		<p>JPAS and district accepted protocols. Data from these protocols, combined with observation interviews, will result in an instructional effectiveness rating for each teacher in their summative year. (70%)</p> <ul style="list-style-type: none"><li>b) <b>Student growth</b> measure will be determined using PLC determined SLO's for all subjects and grades. (20%)</li><li>c) <b>Stakeholder input</b> – Parent and student surveys will be conducted yearly to provide feedback on school climate and satisfaction with teacher practices. Secondary teachers will survey two of six classes (selected by the teacher). (10%)</li><li>d) <b>Surveys will</b> be posted on school website yearly from February 1 to April 1. Student surveys at secondary level will be administered at end of first semester during the teachers' summative evaluation year.</li><li>e) <b>Effectiveness rating</b> will be based on a rubric that outlines levels of response to feedback and overall effective communication strategies with stakeholders.</li></ul> <p><b>Formative evaluations</b> will occur during the first and second year of the educator's evaluation cycle.</p> <ul style="list-style-type: none"><li>1. District /school administrators will use Observer Tab Drop-Ins for walk through with teachers.</li><li>2. An interview protocol will be used throughout the three-year evaluation cycle to gather data in a formative way for teachers and administrators.</li><li>3. Student growth data and stakeholder input will be used all three years.</li><li>4. Summative ratings from formal and informal evaluations will be shared and discussed with teachers by May 1 and June 7 for administration each year.</li><li>5. District/school administrators will use Observer Tab Drop-Ins to evaluate all classified employees, utilizing the same interview and stakeholder protocols.</li></ul>
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