

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

APPRAISAL SYSTEM	The formal appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS) or an alternate campus appraisal system developed in compliance with statutory provisions and state rules.
GENERAL REQUIREMENTS	<p>District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy.</p> <p>The District shall establish an appraisal calendar each year.</p> <p>The District's alternate campus appraisal process shall be developed in collaboration with the administration and the campus-level decision-making committees and shall be detailed in administrative regulations.</p> <p>Components of the appraisal system shall ensure that teachers receive appropriate guidance and feedback and may include, but are not limited to, a written self-assessment, formal and informal observations, classroom walk-throughs, student learning indicators, and conferences. The appraisal process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.</p>
FORMAL OBSERVATION	One of the three formal observations for a teacher's appraisal under the locally created educator evaluation instrument shall be scheduled within a two-week window.
ALTERNATE APPRAISERS	The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.
SECOND APPRAISAL	<p>Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.</p> <p>The formal observation for a second appraisal shall be scheduled within a two-week window.</p>
SCORES	The Board shall ensure that the Superintendent or designee establishes procedures regarding how domain scores from first and second PDAS appraisals will be used.
LESS-THAN-ANNUAL EVALUATIONS ELIGIBILITY	<p>To be eligible for less-than-annual evaluations under the PDAS or alternate appraisal system, a teacher shall:</p> <ol style="list-style-type: none"><li>1. Be employed on an educator term contract;</li><li>2. Have been employed by the District for at least three years; and</li><li>3. Have served on the current campus for at least one year.</li></ol>

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FREQUENCY	<p>Eligible teachers shall be appraised every three years.</p> <p>During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.</p>
ANNUAL REVIEW PROCESS	<p>In the years that a PDAS or an alternate campus appraisal is not scheduled for an eligible teacher, the District shall conduct an annual review in accordance with a process detailed in guidelines developed by the administration in collaboration with the District- and campus-level decision-making committees.</p> <p>The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.</p> <p>The regular PDAS or alternate campus appraisal procedures and requirements shall not apply to the annual review process.</p>
GRIEVANCES	<p>Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).</p>