

PERFORMANCE APPRAISAL:  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

TEACHER  
APPRAISALS

The District shall develop an annual appraisal calendar for teachers. Formal observations of teachers using the current Professional Development and Appraisal System (PDAS) shall be scheduled. Teachers may request a pre-observation conference.

EMPLOYMENT  
DECISIONS

When relevant to the decision, written evaluations of a teacher's performance, as documented to date, and any other information the administration determines to be appropriate shall be considered in decisions affecting contract status.

For teachers, evaluative information shall include at least the PDAS to date and any additional applicable documentation.

EXCEPTION

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term.

REQUEST FOR SECOND  
APPRAISALS

Upon the request by a teacher for a second appraisal, administrators will contact the Human Resources Department. A representative of the Human Resources Department will select the second appraiser from the list of PDAS appraisers approved by the Board. The teacher will be given notice of the date and time of the second appraisal.

The scoring of each Domain in the first and second appraisal will be calculated with a weight of 60 percent given to the first appraisal and a weight of 40 percent given to the second appraisal.

If the first appraiser has determined that an intervention plan is needed as a result of the initial appraisal, the plan will remain in place and must be completed regardless of the results of the second appraisal.

FREQUENCY OF  
APPRAISALS

In accordance with state laws and District policies, the principal will be responsible for monitoring the frequency and scheduling of appraisals. Teachers may be evaluated using the formal PDAS every five years in accordance with the following exceptions and conditions:

1. Each year, and no later than the final day of the first three weeks of school, teachers must apply in writing for a waiver to be exempt from a formal PDAS appraisal during that year **if they have not previously been granted a waiver.**
2. Teachers on a probationary contract will be formally appraised annually.

3. Teachers with a rating of less than proficient in any domain and/or individual criteria will be formally appraised the following year.
4. All teachers who are not fully certified in all subject areas in which they are teaching will receive a formal appraisal each year that they are not fully certified.
5. A principal will require that a teacher be formally appraised the subsequent year regardless of the teacher's requested waiver based on evidence (cumulative performance data including but not limited to walk-throughs) indicating a need for improvement in any domain. The teacher will receive a formal PDAS appraisal the following year regardless of assignment, campus or administrative changes. The principal must notify the teacher in writing of the reasons for rescinding the waiver and have a conference to discuss the identified areas of deficiency. **The teacher must receive a rating of proficient or higher in all domains and/or individual criteria in order to apply for a waiver for the subsequent year.**
6. **A teacher may choose to voluntarily rescind his/her previously granted waiver within the first three weeks of school. The teacher will receive a formal PDAS appraisal for that year. The teacher must receive a rating of proficient or higher in all domains and/or individual criteria in order to apply for a waiver for the subsequent year.**

Each teacher not receiving an annual formal PDAS observation and summative appraisal within a school year shall receive a one page written performance report based on walk-throughs, general observations, Instructional Monitoring conferences, student performance and other relevant information. The performance report will be presented to the teacher, signed by the teacher and supervisor and maintained in the personnel file. The timelines for the performance report will coincide with the PDAS calendar.

**TEACHER IN NEED  
OF ASSISTANCE**

**A teacher may be placed on an intervention plan at any time during the school year based on cumulative data, the PDAS observation and/or the end-of-year performance report.**

**GRIEVANCE IN  
RESPONSE TO THE  
WRITTEN ANNUAL  
REPORT**

Refer to DGBA (LOCAL)