

Tupelo Public School District

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To: David Meadows
From: Diana Ezell
Date: May 16, 2011
Re: Career Appraisal Review Process

Memo

Over the course of the last two school years, the district implemented new appraisal instruments and observation instruments for teachers and principals. At the same time, a team searched for an appropriate instrument to evaluate central office administration.

- In the summer of 2009, a team revised the process for evaluating principals. The instrument is still in the pilot phase.
- In the fall of 2009, TPSD began a relationship with Curriculum Management Systems, Inc. This company provided training on curriculum assessment and tools for assessing classroom instruction.
- During the summer of 2010, a team of teachers and administrators revised the district's appraisal process for career teachers. The 2010-2011 school year was a pilot year for the new instrument.
- In the fall of 2010, the district contracted with JBHM to train administrative staff to use a set of observation tools to improve instructional leadership and classroom instruction.

Beginning June 1, the administrative team will conduct a review of the research literature on appraisal and professional improvement for licensed and non-licensed personnel. This will include superintendents, directors, principals, and teachers. Additionally, the instruments currently available to TPSD administrators and teachers will be evaluated using the standards set in the definitions of the Tupelo Teacher and Tupelo Principal.

In July, a team of teachers and administrators will work together to pare down the process so that the appraisal process becomes efficient in terms of time, effective in terms of instruction, and relevant to the leadership of teaching and learning in the 21st Century. The goal will be to eliminate unnecessary forms and procedures and identify how appraisals can be utilized most effectively to support student achievement. The team will use the instruments already available within the district and will not search for additional instruments to use. The instruments chosen will identify good and excellent performance and support professional growth. The instrument will be used to develop professional

behaviors and, at the same time, hold all instructional personnel (superintendents, directors, principals, and teachers) accountable for performance.

The team will also identify two instruments to be used to semi-annually evaluate the performance of district administrators. Previous research indicates the need for two instruments. One for instructional personnel and one for non-licensed administrators are needed.

Training for administrators and teachers will be developed simultaneously and implemented July 19-20.