

Administrative Procedure

<u>October 1984</u>	Adopted
<u>September, 2000</u>	Revised
<u>November, 2004</u>	Revised
<u>March 4, 2008</u>	Revised
<u>June 9, 2008</u>	Revised

301 Teacher Evaluation

Beliefs

- The Delano School District's evaluation system should aid the teacher in gaining insights about their strengths and weaknesses which lead to self-improvement.
- A systematic evaluation process aimed at helping teachers improve their skills will result in improved instruction and educational opportunities for students.
- Teacher evaluation is the responsibility of the building principal. The principals may request assistance from other administrators.
- A formal evaluation is an evaluation resulting with a written document that goes into the teacher's personnel file.
- A pre-observation form is used at the discretion of the principal.
- In addition to the formal process used by principals, teachers will be expected to use other informal sources of self assessment, such as: student perception instruments, video recordings, peer observation etc.
- First year probationary teachers shall be formally evaluated a minimum of six times annually including one summative evaluation.
- A first year teacher previously tenured in another district shall be formally evaluated six times plus one summative evaluation.
- Second and third year probationary teachers will be evaluated a minimum of three times plus a summative evaluation.
- All licensed continuing contract staff shall be formally evaluated at least once every three years, or more frequently if deemed appropriate by the supervising administrator. Although the formal evaluation will be conducted once every three years, all teachers can expect to be observed informally every year.

- The purpose of the follow-up conference is to develop a two-way communication between the person being evaluated and the supervising administrator regarding reinforcement of strengths and techniques to improve performance.
- In order to nurture growth and to improve performance, a positive learning environment should be created through mutual trust between the evaluator and evaluatee. If the primary purpose of an evaluation program is to determine dismissal or tenure, the positive learning environment is diminished. However, the need to make timely and appropriate decisions regarding the granting of tenure and dismissal cannot be ignored. Therefore, a conscious decision to separate evaluation for tenure and evaluation for possible dismissal from teaching is made so that mutual trust among evaluators and evaluatees can grow and an atmosphere conducive to learning can be created.

Teaching Tracks

Three “tracks” are recognized as appropriate levels for teachers in the Delano School District:

- Track I is for the purpose of tenure determination. The major responsibility for determining tenure rests with the building principal who makes a recommendation to the superintendent. A final decision is made by the Board of Education based on the recommendation of the superintendent.
- Track II is the normal “improvement of instruction” track for most teachers. The vast majority of the professional staff are permanently on Track II and therefore participating in ongoing staff development opportunities. Once every three years each licensed staff member will go through the formal evaluation process.
- Track III, the dismissal track, follows due process procedures as outlined in the Minnesota statutes. A teacher will not be considered to be in Track III unless he/she receives a written “NOTICE OF DEFICIENCY”. If a teacher receives a “Notice of Deficiency”, he/she may request the district administrators discuss the reasons for the decisions with representatives of the Education Association present. This option is totally at the concerned teacher’s discretion.

OBSERVATION & EVALUATION

Classroom observation and the final evaluation report are not synonymous. Each of these terms are defined as follows:

Observation: A process of collecting information in and out of the classroom about the instructional program and general operation of the school.

Evaluation: The final evaluation is a report which will reflect information collected during the observations, as well as contain the evaluators knowledge of factors outside the classroom.

Each observation will not necessarily be followed with a conference.

Observations need not be announced in advance.

Procedures

PRE-OBSERVATION

- The teachers completes the Pre-Observation: Instruction Plan and turns it into the building principal, one day prior to the observation. Use of the pre-observation is at the discretion of the principal.
- The principal and teacher may meet prior to the observation to review and clarify the instruction plan.

OBSERVATION

- The evaluator completes the Formative Observation Report based on the classroom observation and information contained within the Pre-Observation: Instruction Plan.

POST-OBSERVATION

- The evaluator and teacher review the observation utilizing the Formative Observation Report within a reasonable amount of time after the observation.
- A follow-up plan is discussed.

YEAR-END

- The evaluator completes the Summative Evaluation Form and conferences with the teacher.

PEER REVIEW

NOTIFICATION

- The teacher selects a peer coach, fills out the Professional Growth: Peer Review Notification Form and turns it into the building principal at the beginning of the school year.

PLANNING

- The teacher and peer coach meet to cooperatively develop goals and strategies using the Professional Growth: PEER Review Plan.

REFLECTION

- Upon completion of the Peer Review Plan, the teacher and peer coach meet to reflect on the professional growth that has taken place and record their observations on the Professional Growth: Record of Learning and Growth Form. This form is to be completed and turned into the building principal no later than March 15.

EVALUATION TIME TABLE

Non-Tenured New Teacher (First Year)

A written evaluation conference will be held between the principal and the teacher by each of the following dates:

October 31

January 31

March 31

Principals shall perform a minimum of six formal observations including a summary evaluation conference prior to May 15.

Non-Tenured Teacher (Second, Third Years)

Principals shall perform a minimum of three formal observations followed by a summative evaluation conference prior to May 15.

Tenured Teacher

An evaluation will be completed at least once every three years, to be completed by May 15.

Filing of Evaluations

Evaluations shall be filed with the Payroll/Human Relations Coordinator.

Note: Administrators other than the building principal may be involved in the observation and evaluation of the instructional staff.