

## Evaluation/Supervision

### **I. Evaluation Purpose**

The primary purpose of teacher evaluation in the Dillingham City School District is two fold. First, it is to support the professional development needs of the individual teacher to improve instructional practice in the classroom and facilitate the professional growth of the educator. Second, it is to monitor and evaluate teacher performance.

The District's evaluation process is based, in part, on current research in best practices that provides the elements of effective instruction that most often lead to improved student achievement (i.e. Danielson, Marzano, et al).

Certified employees of DCSD will receive an annual evaluation describing how they have met the districts performance standards as provided for below. Information for the annual evaluation may come from a variety of sources such as observations, students, parents, community members, teachers, and administrators. An original, signed copy of the Certified Employee Evaluation will be completed and filed annually in each employee's personnel file in the district office.

### **II. Target Time Line for Evaluation**

#### **A. Non-tenured:**

1. First observation will be completed by the end of November.
2. Second observation will be completed by the end of January.
3. The evaluation will be completed by the end of February.
4. Additional observations and evaluations will be scheduled as needed with all observations and evaluations, with final recommendation for re-hire, completed no later than the end of May.

#### **B. Tenured:**

1. First observation will be completed by the end of January.
2. Evaluations will be completed by the end of February.
3. Additional observations and evaluations will be scheduled as needed with all observations and evaluations, with final recommendation for re-hire, completed no later than the end of May.

### **III. Type of Evaluation**

#### **A. Standard Evaluation**

The standard evaluation is for certified employees who are new to the district, non-tenured, or not on Goal Setting in the observation cycle of the Certified Employee Evaluation Program. This includes all certified employees who are in their first three years of teaching or are newly hired by the Dillingham City

School District. These certified employees participate at least twice in the observation and evaluation summary procedures during the school year. Certified employees who have earned tenured contract status in the district must enter the observation cycle at least once every three years. These certified employees participate in the observation and evaluation summary procedures at least once during that year. All certified employees on Standard Evaluation complete the process in collaboration with their evaluators.

In accordance with Alaska Statute, the Observation and Evaluation forms of DCSD will be based on the following Performance Standards:

1. A teacher can describe the teacher's philosophy and demonstrate its relationship to the teacher's practice.
2. A teacher understands how students learn and develop, and applies that knowledge in the teacher's practice.
3. A teacher teaches students with respect for their individual and cultural characteristics.
4. A teacher knows the teacher's content area and how to teach it.
5. A teacher facilitates, monitors and assesses student learning.
6. A teacher creates and maintains a learning environment in which all students are actively engaged and contributing members.
7. A teacher works as a partner with parents, families and with the community.
8. A teacher participates in and contributes to the teaching profession.

#### **B. Goal Setting**

The goal setting evaluation is for certified employees who have earned tenure contract status within the district and who have consistently exceeded the district performance standards. Following a cycle that has used the standard evaluation, an employee who has all proficient ratings and consistently exceeded the district performance standards, may be assigned to the goal setting cycle upon mutual agreement of the supervisor and employee for the following school year. Employees can remain on goal setting for no more than two years and then must return to the standard evaluation.

#### **IV. Exemption From Evaluation**

Certified teachers, who have earned tenure contract status and consistently exceeded the district performance standards, may be permitted to one evaluation every two-school years. This must be requested by the teacher in writing, recommended for approval in writing by the building Principal, and approved in writing by the Superintendent. A record of requests will be kept on file in the personnel office of the district office.

#### **V. Evaluation Guidelines**

##### **A. Responsibilities**

The primary responsibility for the evaluation of certified personnel lies with the building Principal or designee who may assist in observations and data gathering.

The certified employee evaluation procedures in this plan are not intended to limit an administrator's additional supervisory responsibilities. The certified employee evaluation procedures in this plan are not intended to limit or invalidate a certified employee's rights to due process as defined in existing district policy and procedures, the Collective Bargaining Agreement and Alaska Statute.

The primary responsibility for monitoring the accurate implementation of the District's evaluation plan and for providing on-going training to new employees (both instructional and administrative) lies with the Superintendent or his/her designee.

The Core Evaluation Team (CET), composed of administrators and classroom teachers, will meet annually to review the staff evaluation process and procedures. Recommendations from the CET for modifications will be submitted to the Superintendent prior to the end of the each school year and upon approval by Superintendent will be implemented.

**B. Pre-Observation Conference**

Prior to an observation of certified staff a pre-observation conference will be held to discuss classroom instructional variables such as research based strategies for increasing student achievement, use of Measured Academic Progress (MAP), Standard Based Assessments (SBA's), High School Graduation Qualifying Examination (HSGQE), implementation of the Alaska curriculum content standards, evaluation and grading process used, method of instruction or teaching techniques used, record-keeping/PowerSchool (attendance and grades), lesson planning, classroom management, professional growth plans, supervision approach to be used, and other effective teaching best practices.

**C. Observation**

A formal lesson observation should consist of a minimum of 30 minutes of uninterrupted classroom observation or one complete lesson. The formal lesson observation may be prearranged or unannounced by the evaluator. A standard observation form will be used to gather data during the observation. Non-tenured staff will be observed a minimum of twice during the school year. Tenured staff, unless exempted, will be observed a minimum of at least once during the school year.

**D. Post-Observation Conference**

The post-observation conference must be held within 10 teaching days of the formal observation, unless waived by both the teacher and the evaluator. Content of the standard observation form shall be discussed and a written summary of the observation and/or conference provided to the certified employee either at the meeting or within 5 working days thereafter. The certified employee may submit a written response within 5 working days to the observation summary and have it attached to the summary to be placed in his/her district employment file. The

response shall be initialed by both the employee and the evaluator to signify mutual awareness of the content.

## **VI. Procedures for Improvement**

Any tenured certified employee whose performance, after evaluation, did not meet the district performance standards shall be provided a Plan of Improvement. The evaluating administrator shall consult with the teacher in setting clear specific performance expectations to be included in the plan of improvement. The plan must address ways in which the tenured teacher's performance can be improved and shall last for not less than 90 workdays and not more than 180 workdays unless the minimum time is shortened by agreement between the evaluating administrator and the teacher.

Any non-tenured certified employee whose performance, after observation or evaluation, did not meet the district performance standards may be provided a Plan of Improvement. The plan will address ways in which the teacher's performance can be improved and shall last for a time period provided for by the evaluating administrator.

During the evaluation process if it becomes necessary to inform certified employees of areas for improvement in addition to observation or evaluation the following guides are provided (these guidelines do not prohibit or preclude the district from assessing discipline as may be appropriate through channels other than this Administrative Regulation):

1. **Verbal**-employees should be verbally made aware of any area the evaluator has identified for improvement with expectations for improvement noted and a reasonable time to improve.
2. **Administrative Memo**-a memorandum to the employee noting an area for improvement with expectations and a reasonable time to improve provided. Generally this would be an area previously verbally discussed with an employee that continues to need improvement.
3. **Administrative Letter of Concern**- a letter to the employee noting a recurrence of an area for improvement as noted by an administrative memo, or other serious matter that needs improvement. Generally this is an area that has been verbally discussed with the employee; a previous administrative memo issued, or is a performance area that involves a serious matter that needs immediate attention.
4. **Letter of Reprimand**-issued for serious breaches of performance, violations of statute, or other matters of substance that have serious legal or ethical consequences.

Observation, Evaluation, and related forms will be on file in the personnel office of DCSD. If necessary, the Core Evaluation Team will provide updated forms to be used in subsequent school years.

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