

SECTION 300 – PERSONNEL

STAFF SUPERVISION AND EVALUATION

POLICY 308

ARTICLE 1 ADMINISTRATIVE RESPONSIBILITIES

- A. The Superintendent shall be directly or indirectly responsible for the supervision of every District employee.
- B. Principals shall be responsible for the supervision and evaluation of District staff assigned to their schools. Specific job assignments within the school shall be made by the Principal.
- C. Special Education personnel, when assigned to a school, are to be supervised and evaluated by the Principal with input from the Special Education Director. Itinerant Special Education Staff are to be supervised and evaluated by the Special Education Director with input from Principals.
- D. Licensed administrators shall evaluate the performance of all teachers. Teachers include all licensed non-administrative personnel.
- E. Food Services personnel shall be considered District-wide staff and are to be supervised and evaluated by the Food Services Director with input from Principals.
- F. Transportation staff are to be supervised and evaluated by the Transportation Director.

ARTICLE 2 STANDARDS FOR TEACHER EVALUATION

- A. Standards and indicators for the appraisal of teacher performance shall be used for teacher evaluations.
 - 1. Planning and Organization - the teacher's planning and organization foster quality instruction for all assigned students.
 - 2. Instruction - the teacher's instruction routinely reflects best practices of the teaching profession.
 - 3. Relationships with Students - the teacher's relationships with students are positive and promote an environment conducive to learning.
 - 4. Relationships with Parents/Community - the teacher's relationships with parents and the community are positive and promote support for the school and School District.
 - 5. Relationships with Colleagues - the teacher's relationships with colleagues are positive and promote a positive working environment.
 - 6. Professionalism – the teacher demonstrates professionalism.
- B. Teachers are to be rated on each standard as “at or above” or “below” standard after consideration of the extent to which indicators are being met. Most indicators are to be met for a teacher to be rated “at standard”. However, these indicators are not all inclusive and others may be used to evaluate performance.

References:

C.R.S. 22-9-101 et seq. Licensed Personnel Performance Evaluation Act
C.R.S. 22-63-301,302 Teacher Dismissal, Grounds and Procedures

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ARTICLE 3 PROBATIONARY TEACHER EVALUATIONS

- A. Annual evaluations shall minimally include two formal observations. Formal observations are those for which the individual has been notified in advance of the purpose, date and time of the observation. Minimal time for a formal observation is 30 minutes. Formal observations shall include a follow-up conference and a written summary.
- B. The evaluation may also include the following methods:
1. Informal observations that occur on an on-going basis as the evaluator monitors school activities. They occur not only when the teacher is involved in instruction but also observations at meetings and staff activities. Observations may also include review of performance that has been videotaped, but only with the teacher's permission.
 2. Discussions with the teacher that provide direct information about her/his performance, activities, plans and professional growth.
 3. Review of artifacts including materials designed for use with students or student products resulting from the teacher's instruction, student achievement records, newsletters and communications with parents.
 4. Review of instructional/service plans including scheduled activities, units of instruction, lesson plans, literacy plans, individual educational programs, and plans for supporting services (e.g. counseling, speech).
- C. The process of evaluation may vary by individual circumstances, but typically includes the following steps:
1. Review of the evaluation standards and indicators.
 2. An initial observation by the evaluator.
 3. Review of artifacts and plans.
 4. A conference prior to formal observation(s) that may include the assigned mentor.
 5. Written evaluation that is reviewed in an evaluation conference.
- D. The administrator must summarize each evaluation in writing and review this summary in a conference with the teacher.

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ARTICLE 4 NON-PROBATIONARY TEACHER EVALUATIONS

- A. Non-probationary teachers shall be formally observed at least once each year and evaluated at least once each three years. The evaluation may be based upon observations completed during the three year period. Evaluations may occur more frequently at the discretion of the evaluator. Notice of evaluation shall be provided to the teacher at the beginning of the school year or no less than 20 school days prior to the commencement of the first formal observation or formal evaluation activity.
- B. All methods used for probationary teacher evaluation may also be used for non-probationary teacher evaluation.
- C. The evaluation process may adhere to the process typically used for probationary teacher evaluation or may be structured differently for each teacher based upon the teacher's performance history and the evaluator's formal annual observation. Administrators are encouraged to use evaluation methods that are deemed to be most effective in helping teachers to enhance their professional growth or to improve their level of performance. As long as the teacher and the evaluator agree, a variety of methods may be employed including videotaping of instruction followed by a joint critique by the teacher and evaluator, observations and feedback from other teachers, student/parent surveys and or any other methods that provide information about the teacher's performance.
- D. Non-probationary teachers who receive a below standard rating will be continued on evaluation through the following year and progress toward meeting requirements of the improvement plan monitored. If below standard ratings continue during this follow-up evaluation and/or improvement is not evidenced, the District may consider dismissal actions. This timeline shall not be construed to require such process when the teacher's conduct violates Board of Education policy or State or Federal law.

ARTICLE 5 PROFESSIONAL GROWTH PLANS

- A. Each teacher is required to maintain a Professional Growth Plan. When a teacher is rated "at or above" on a standard, but the evaluation depicts weaknesses related to specific indicators, the teacher's Professional Growth Plan shall be modified to reflect objectives and activities to remedy these weaknesses. (See policy 309, Article 2).

ARTICLE 6 PROFESSIONAL IMPROVEMENT PLANS

- A. Each teacher receiving "below standard" as a rating on any standard must, with the guidance of her/his evaluator or designee, design and complete a Professional Improvement Plan to remediate the deficiency. Lack of time to remediate the deficiency shall not in any way limit the District's right to non-renew the teacher for employment the following year.

References:

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ARTICLE 7 CLASSIFIED EMPLOYEE EVALUATIONS

- A. Classified employees include all non-licensed staff. Classified employees shall be evaluated annually by an administrator or designee.
- B. Classified employees shall be evaluated based upon their performance in relation to established expectations and job description requirements. Expectations provide a basis for evaluating competent work performance and promoting personal growth.
 - 1. Producing high quality work
 - 2. Demonstrating positive relationships with students
 - 3. Demonstrating positive relationships with staff
 - 4. Exhibiting a strong work ethic.
- C. Administrators may use observations, input from team leaders, department heads, and supervisors, and observations to complete evaluations.
- D. Classified employees are to be rated “S” (meets or exceeds expectations), “I” (improvement needed) or “N” (not observed for each of the expectations). When an employee receives an “I”, the administrator shall provide the employee written comments stating the nature of improvement needed and a date by which this improvement must be observable. Should the performance not improve, the employee shall be made aware that the administrator may recommend termination of the individual’s employment.

References:

C.R.S. 22-9-101 et seq. Licensed Personnel Performance Evaluation Act
C.R.S. 22-63-301,302 Teacher Dismissal, Grounds and Procedures

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