

EVALUATION OF ANNUAL CONTRACT EMPLOYEES

The district will evaluate annual contract employees if and as required by the employee's contract category:

The purpose of evaluating certified educators is three fold. First it should be used to improve teacher performance. Second, it should promote professional learning of one's self and the profession. Third, it should be utilized as a tool to improve student achievement.

Category 1 & 2: The employee will receive a minimum of two (2) written evaluations during the school year, one of which will be completed before January 1. *If an employee's performance is less than satisfactory, this district will make a reasonable effort to assist the teacher, through the support program, in improving his or her performance. However, the district is not required to establish a period of probation for Category 2 employees whose performance is unsatisfactory.*

Category 3: The employee will receive a minimum of two (2) written evaluations during the school year, one of which will be completed before January 1. If the employee's performance is found to be unsatisfactory, the board will establish a defined period of probation of not less than eight (8) weeks. Upon completion of such probationary period, the board will determine whether the employee will be retained; immediately discharged; discharged at the end of the current contract; or reemployed at the end of the current contract on a continued probationary status. Placing the Category 3 employee on probation does not preclude the district from later determining, via evaluations, that the employee's performance is unsatisfactory and establishing a subsequent period of probation.

EVALUATION OF RENEWABLE CONTRACT EMPLOYEES

The performance of each certificated employee on a renewable contract will be evaluated at least once annually *by the employee's building principal or other designated administrator. If the employee's performance is unsatisfactory, the superintendent or designee may recommend to the board that the employee be placed on probation.*

Prior to determining that it will not renew a contract for a renewable contract employee due to a report of unsatisfactory performance, or to renew the contract at a reduced salary, the board will establish a reasonable period of probation for the employee. The period of probation will not effect the person's renewable contract status.

EVALUATION PROCESS AND CONTENTS

The evaluation of each certificated employee will be in writing, based on observations of the employee's performance and other relevant factors, and will reflect whether or not the employee is performing satisfactorily. Employees should submit supporting artifacts related to specific

domain areas prior to the observation. Upon completion of the evaluation a post evaluation conference will occur between the employee and the evaluator, the employee's performance will be discussed with the employee and a signed copy of the written evaluation will be placed in the employee's personnel file. After reviewing the evaluation, the employee may file a rebuttal statement to the evaluation.

The building administrator or their designee will perform the evaluation for the general education teacher. Immediate supervisors may be assigned to evaluate teachers other than general education teachers. All persons assigned to evaluate teachers must have received training in the Charlotte Danielson Evaluation Model. Training for administrators on the process, procedure and tool will be paid for with district funds and will occur as needed.

The evaluation for each certificated employee in this district will contain, at a minimum, the following information:

1. Statements identifying the purpose or purposes for which the evaluation is being conducted.
2. Statements of the general criteria upon which certificated personnel will be evaluated.
3. Identification of the individuals responsible for evaluating the employee's performance.
4. Description of the data sources used in conducting certificated personnel evaluations. For classroom teaching, classroom observation should be included as one (1) source of data.
5. Description of the procedure used in conducting certificated personnel evaluations.
6. The method by which certificated personnel are informed of the results of evaluations.
7. The action, if any, available to this district as a result of the evaluation and the procedures for implementing these actions.
8. The procedure available to the individual for appeal or rebuttal when disagreement exists regarding the results of the evaluation.
9. The procedure available to provide remediation in those instances where remediation is determined to be an appropriate course of action.
10. A description of the method used to monitor and evaluate the district's personnel evaluation system.
11. A provision for evaluating all certificated personnel on a fair and consistent basis.

PLACING A CERTIFICATED EMPLOYEE ON PROBATION

Notwithstanding the open meeting law, the board will make decisions regarding placing a certificated employee on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the board's decision will be placed in the employee's personnel file. Prior to the commencement of the probationary period, the board will provide written notice to the employee, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including provisions for adequate supervision and evaluation of the employee's performance during the probationary period.

EVALUATION TOOL

The district evaluation tool and policy will be reviewed on a regular basis. Those involved in the process will include teacher, administrators, and any recommendations for modification will be submitted to the superintendent and/or board of education for approval.

A numeric score will be given to each educator on each sub domain category. Data will be collected from evaluations in the form of a spreadsheet (no individuals will be identified). This data will be analyzed to determine overall professional development needs of the district.

**LEGAL REFERENCE:**

Idaho Code Sections

33-514

33-514A

33-515

IDAPA 08.02.02.120

Gunter v. Board of Trustees, 123 Idaho 910 (1993)

ADOPTED: August 10, 2005

REVIEWED: April 9, 2014

AMENDED: April 14, 2010

**Language in text set forth in italics is optional.*