

CCSB Policy 6GX-10-2.26 Consent Agenda - 05/19/10 - Approve to Advertise

2.26 EVALUATIONS

Disabled employees who need reasonable accommodations in order to perform essential job functions shall not be evaluated on their ability to perform the function without such accommodation.

A. Teachers

1. Staff evaluation shall be conducted annually by supervisory personnel on each instructional staff member, hereinafter referred to as “teacher”, contracted for a period of six (6) weeks or longer. The goal of evaluation shall be the improvement of the teacher’s performance and ultimately increased student achievement. However, it may also assist the Superintendent and administrative staff in assigning, transferring, ~~granting professional service contract~~, or promoting teachers, **making contract decisions**, and/or determining whether or not a teacher needs to be placed on probation or be dismissed. The evaluation process may also be used to determine which employees ~~gain pay for exemplary performance~~ **would earn performance pay**.
2. The Clay Assessment System shall be research based and shall include a training component, which will provide qualified evaluators and observers; a growth and development component which will focus on specified or identified needs; and a feedback component which utilizes the school principal in promoting positive growth.
3. It shall be the teacher’s responsibility to become familiar with the performance and professional competencies and indicators identified in the Clay Assessment System and to strive for self-improvement.
4. It shall be the principal’s or district level department head’s responsibility to provide the opportunity for each teacher to become familiar with the Clay Assessment System procedures and competencies. He/She shall also be responsible for providing all possible means for improvement to those who need it, including assistance in helping correct deficiencies and time for correcting these deficiencies.
5. The principal is ultimately responsible for the assessment of his/her personnel. However, he/she may designate assistant principals and district level department heads may designate their assistants to perform the evaluation in their stead who will be authorized to carry out the process. The principal shall be encouraged to solicit the assistance of district level staff or of the Clay Assessment System support team in providing input into the evaluation process. In the case of the teachers who are progressing unsatisfactorily, the principal or district level department head shall retain full responsibility for the evaluation as soon as it is obvious the teacher falls in this category.
6. A pre-evaluation conference shall be held between each teacher and principal, district level staff member, or designee at the beginning of each contract year but within six (6) weeks, or two (2) weeks for a late hire, from the contracted date of

employment. The teacher's professional goals and performance should be discussed and a Professional Development Plan shall be initiated, if appropriate, at such pre-evaluation conference.

7. Classroom teachers shall be observed in the classroom at least one time a year according to the Clay Assessment System. Those teachers holding an annual contract must have two (2) formal observations. During the evaluation period at least one observation shall be announced and shall last a minimum of 30 minutes. The teacher shall be notified at least three (3) teaching days in advance of the week of observation. The teacher shall be allowed, if necessary, to select three (3) of the five days which would be the most convenient.
8. A post observation conference shall be scheduled with the teacher by the evaluator within three workdays after the announced observation during each evaluation period.
9. There shall be two evaluation periods, one prior to December 1, and one before March 1, of each year for each annual contract or probationary teacher and at least one evaluation period per year prior to March 1 for each continuing contract or professional service contract teacher. For new hires, the first formal observation shall take place during the 97 calendar day probationary period.
10. ~~The final year of probation for an annual contract teacher should approximate that of a teacher who has achieved professional contract status.~~ Except in unusual circumstances the final evaluation period shall determine the teacher's employment year. A teacher in this circumstance whose overall rating is not satisfactory shall be notified in writing through the evaluation instrument, shall not be recommended for reappointment, and an appeal by the supervisor or teacher to the Superintendent shall be only under very exceptional circumstances. ~~An overall performance rating of "U" will be checked on the Instructional Performance Appraisal form if thirty items or fewer have been marked or if less than three items have been marked in an area.~~
11. A PSC teacher whose performance is found to be unsatisfactory during the school year or thereafter, and any AC teacher who receives an unsatisfactory evaluation during any school year shall be placed on a 90 calendar day (exclusive of school holidays and school vacation periods) probationary period and shall be required to submit a PDP as part of their evaluation. The PDP will be initiated within one week after the post-observation/evaluation at which unsatisfactory evaluation was determined. The PDP will be reviewed periodically but not less than once each four-week period until the Plan is completed or the 90 calendar days have ended.

A PSC teacher whose performance evaluation is found to be unsatisfactory and all CC teachers with unsatisfactory evaluations shall be placed on probation for the next school year. For a PSC teacher placed on probation and for the probationary CC teacher in any school year, the evaluation periods shall be extended to coincide with annual contract evaluation periods, and observations and assessment forms shall be completed accordingly. These teachers will be required to submit a PDP as part of their evaluation. The PDP will be initiated within one week after the post-observation/evaluation at which the unsatisfactory evaluation was determined. The

PDP will be reviewed periodically, but not less than once each six-week period until the plan is completed. The evaluation periods shall be coincident with those of annual contract teachers and observations of performance and completion of assessment forms shall be conducted accordingly. Should the performance of the teacher not meet expectations by the end of the first evaluation period following the unsatisfactory evaluation, a decision shall be made whether to extend the probationary period or to take action as determined appropriate by the Superintendent. Should the probationary period be extended, a review shall be made by the Superintendent at the end of each evaluation period thereafter to determine the appropriate action to take.

Unsatisfactory progress on a PDP by any probationary teacher shall be considered sufficient cause for removal of the probationary teacher from employment in Clay County.

12. The sections of this rule notwithstanding, a probationary employee shall have no right to continued employment beyond the term of his/her contract.
13. Any teacher who has been evaluated as unsatisfactory shall be afforded a conference in accordance with these rules and notified in writing on the evaluation instrument describing such unsatisfactory performance and procedural requirements stipulated by Statute. Any teacher who has received two consecutive unsatisfactory annual evaluations and written notice has been given by the district that his/her employment is being terminated or not being renewed or that the school board intends to terminate or not renew his/her employment shall be reported by the Superintendent to the Department of Education Professional Practices Services Section for investigation in accordance with Florida Statutes.
14. The assessment of the performance and professional competencies of each teacher shall be assessed on the forms designed by the Clay Assessment System Committee. ~~The Florida Performance Measurement System, Clinical Educator Training, or other approved observation form~~ **Observation instruments approved by the Clay Assessment System Committee** shall be utilized in conducting the formal classroom observations. ~~Other approved observation methods may be utilized when necessary.~~ Probationary teachers shall also be required to complete the Professional Development Plan form, which shall be incorporated into their annual assessment.
15. A Professional Development Plan shall include a description of the desired and/or unsatisfactory performance, recommendations for improved performance, provisions for assistance to correct such deficiencies and a prescribed time frame for demonstration of improved performance.
16. The assessor shall rate the teacher's overall job performance for the year during the final conference **in accordance with Clay Assessment System procedures**. The teacher shall be given the opportunity to respond in writing within one week of this conference if he/she disagrees with the evaluation and this written disagreement shall be attached to the evaluation form.
17. In cases where disagreements regarding unsatisfactory evaluations cannot otherwise be resolved, the teacher may file an appeal with the principal or district office

instructional director, if applicable, within ten (10) working days of receiving the assessment report. The following process shall be utilized for the appeal.

Level I: Within 10 working days of the Post-observation conference, the teacher requests a joint meeting with the administrator and the County Office supervisor, if applicable, in an effort to resolve the disagreement satisfactorily. The meeting must take place within 5 working days of receipt of the written request from the teacher. Documentation of performance must be provided by the administrator/evaluator. The decision resulting from this meeting must be provided within 3 working days of the meeting.

Level II: Within 10 working days of the decision at Level I, the teacher requests a joint meeting with the administrator/evaluator and a committee designated by the Superintendent. The committee should include six (6) persons comprised of: two (2) teachers in the same subject area as the appellant, the teacher's principal, one other school-based administrator and two (2) district level staff. A chairperson, not the Level III administrator, shall be selected by the Superintendent. ~~Three of the committee members must be members of the Cadre and all must be certified to use the FPMS summative instrument.~~ The committee will meet within 10 working days of receipt of the teacher's request and will review the assessment materials and all information produced at the Level I appeal and **interview those individuals** ~~will question such persons as~~ they may deem necessary for reaching a decision. The decision must be rendered within 5 working days of the meeting.

Level III: Should the teacher not be satisfied with the results of the Level II appeal, he/she may appeal the decision to the Assistant Superintendent for Human Resources. Such appeal must be placed in writing by the teacher, within 10 working days of the Level II decision and must cite the specific rationale for the appeal. The Assistant Superintendent for Human Resources will review the assessment material and all information produced at the Level II appeal and will **interview those individuals** ~~question such persons as~~ he/she may deem necessary for reaching a decision. His/her decision must be rendered within 5 working days of receipt of the teacher's appeal.

18. If, following the statutory 90 calendar day probationary period, the teacher wishes to contest the Superintendent's decision regarding the teacher's continued employment, the appeal procedures specified in the applicable statute shall be followed.
19. The evaluation form shall be completed in triplicate: one copy to be retained by the teacher, one copy retained by the supervisor, and one copy (the original) to be sent to the Human Resources Division by March 1 of each year to be examined by the Superintendent for the purpose of reviewing the teacher's contract.
20. The completed evaluation form shall be placed in the staff member's confidential file for a period of one fiscal year after the year of evaluation. Thereafter such evaluation shall become public record.

21. The forms, criteria and methods for evaluation, including final evaluation ratings, shall be prepared by the Superintendent's Clay Assessment System Committee and shall be revised as necessary.

(Section A revised: 07/17/08, 05/19/11)