

Professional Staff Evaluation Policy West Central School District 49-7

The purpose of evaluation of professional staff is to improve the quality of the educational program by assisting staff to become more effective in working with students. Information gained during the teacher evaluation process shall be used to enhance individual identified needs. Additionally, the system shall be used to make decisions regarding the future employment of teachers who are in their first three years in the District or for those who have been placed on a plan of assistance.

Other goals of the system are:

1. The evaluation process will be positive in nature.
2. The evaluation will be made to improve and maintain quality services of clients and students.
3. The evaluation will identify and support the characteristics and qualities of excellent leaders.
4. The evaluation will formalize communication between the staff and the supervisor.
5. The evaluation will be a tool for self improvement to both staff and supervisor.
6. The evaluation will pertain to job duties as defined in the employee's job description.
7. The evaluation will develop and set goals for the employee.

Professional staff at West Central will be evaluated each year on one of three evaluation plans. The three plans are:

Summative Evaluation: All teachers in their first three years of employment and/or their first year of reassignment in the West Central School District will be evaluated on this plan. Building principals will observe teachers on this plan a minimum of three times during the school year. The first observation must be held by October 15, the mid year observation by February 1, and a final observation by April 1.

Goal Setting Evaluations: Each teacher on this plan will set two goals which he/she would like to work on for the school year. The building principal has the option of adding a third goal. Under this plan the teacher must choose his/her goals by September 20 with three conferences being held during the school year with the building principal. The first conference must be held by October 15, the mid year conference by February 1, and a final conference by April 1.

Self Evaluation: Each teacher on this plan will complete a self-evaluation form on their own teaching abilities. One will be completed by October 15 and the second one completed by April 1. The teacher must also complete two self evaluation activities and write a brief summary of each activity which will be discussed with the building principal at their final conference.

Ideally, one third of the staff will be on each of the above three plans during any given school year. Initially, teachers will be placed on one of the three plans and will rotate to the other plans each year at the discretion of the building principal.

Plan of Assistance: When administrators identify deficiencies a written plan of assistance will be provided by the administrator and be reviewed with the staff member. The plan of assistance shall include, but not be limited to:

- A statement of the deficiency(ies)
- Action steps expected to improve the deficiency(ies)
- The assistance the administrator will provide during the plan
- The process in which the improvement will be assessed
- The consequences of not correcting the deficiency(ies)
- The time-line specified for completion of the plan

At the conclusion of the evaluation process for the school year, the teacher and direct supervisor shall sign the approved form acknowledging receipt of a copy and that they have reviewed the contents prior to May 20 of that school year. A copy of the signed written evaluation form shall be filed by the direct supervisor with the superintendent and the teacher will also receive a copy. Such copy will become a part of the teacher's official personnel file. Observation of the teacher is the responsibility of the direct supervisor.

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West Central School District