

Personnel - Certificated EmployeesEvaluationStatement of Purpose

The primary purpose of certificated staff/teacher evaluation is to improve the instructional skills of the professional staff and to assure the continued quality performance of the District's professional staff in their assigned duties.

Criteria for Certificated Staff/Teacher Evaluation

**See Summative/Observation Evaluation Report*

FEEDBACK – Learning Occurs Best When Teachers...

Standard 1: Provide and Communicate Clear Learning Goals

Standard 2: Use Assessments Effectively

CONTENT – Learning Occurs Best When Teachers ...

Standard 1: Conduct Direct Instruction Lessons

Standard 2: Conduct Practicing & Deepening of Lessons

Standard 3: Conduct Knowledge-Application Lessons

Standard 4: Use Strategies that Appear in All Types of Lessons

CONTEXT – Learning Occurs Best When Teachers ...

Standard 1: Use Engagement Strategies

Standard 2: Implement Rules and Procedures

Standard 3: Build Relationships

Standard 4: Communicate High Expectations

PROFESSIONALISM – Learning Occurs Best When Teachers ...

Standard 1: Consistently Model Professionalism With Students, Families, and Colleagues

Standard 2: Promote District and School Development

Process Used for Certificated Staff/Teacher Evaluation

Certificated employees are expected to set goals and will complete and submit a goal setting form at the beginning of each school year, followed by a goals conference with the administrator.

The goal setting form shall include the following information:

- 1) Demographic information, including grade level, attendance center, and subject/content area or instructional assignment
- 2) Growth goal
- 3) Identify goal category (Feedback, Content, Context, Professionalism)
- 4) Activities and/or steps to be taken
- 5) Resources needed
- 6) Artifacts/Documentation to demonstrate goal achievement
- 7) Timeline/Deadline

All probationary certificated staff members will be observed at least once each semester.

Tenured certificated staff members will be observed a minimum of once per school year. The

observation will last one class period or subject, as appropriate for grade level. More than one observation may be conducted each semester upon request of the employee or at the discretion of the administrator. The intent of the classroom observation is to assess the instructional performance of the employee.

After each observation, the observer will complete the Summative/Observation Evaluation Report, provide it to the employee within 5 school days, and conduct a post-observation conference with the employee. The following topics will be discussed during the conference:

- 1) The employee's perception of the lesson, the reinforcement objective (observed strength)
- 2) Possible growth objective (if an observed deficiency exists)
- 3) Ways to correct any deficiencies
- 4) Appropriate timeline for implementing any corrective measures.

The employee will have the opportunity to respond to the Summative/Observation Evaluation Report and it will be signed by both the employee and the evaluator. The signing of the report by the employee shall not necessarily mean that they agree with its contents, but only that they have read it. The report shall be retained in the district's records according to statutory requirements.

Deficiencies noted by the evaluator may be addressed at any conference, not only at the post-observation conference. The employee will be provided a description of the incident, expectations of the district, means for correcting the deficiency, and an appropriate timeline for implementing improvements. The employee will also have an opportunity to respond to noted deficiencies.

Placement on Intensive Assistance

In the event a certificated employee's performance is perceived by the administrator to be unsatisfactory according to the standards of the district's evaluation model, the administrator will inform the superintendent regarding the certificated employee's substandard performance.

To describe the substandard performance, the administrator will prepare an Intensive Assistance Plan to address the performance deficiencies, which will include the following:

- 1) Objectives for performance improvement
- 2) Timelines for improvement
- 3) Roles and responsibilities for all participants
- 4) Assessments of employee improvement
- 5) Establishment of scheduled conferences
- 6) Signatures of conference participants

The Intensive Assistance Plan will outline the required steps and establish a timeline to improve performance. The administrator will review with the certificated employee the procedures for formal classroom observations, informal observations, data collections, clarification of assessment criteria, and a definition of the roles for all parties included in the Intensive Assistance Plan. Copies will be accessible to the certificated employee, administrator, and superintendent.

Sequence of Events Regarding Utilization of Intensive Assistance Plan

- 1) Administrator notes unsatisfactory performance by certificated employee
- 2) Administrator notifies superintendent of employee's unsatisfactory performance

- 3) Administrator completes Summative/Observation Report
- 4) Administrator initiates Intensive Assistance Plan to address deficiencies
- 5) Administrator reviews Intensive Assistance Plan with superintendent, or his/her designee
- 6) Administrator conducts Intensive Assistance Plan Conference with employee
- 7) Timeline is implemented as established in the Intensive Assistance Plan
- 8) Employee progress is evaluated
- 9) Decision is made regarding employee status

Evaluator Qualifications and Training

Evaluators shall hold a valid Nebraska Administrative Certificate. The district will be responsible for providing any additional training required to prepare the evaluator to use the district's model for certificated staff/teacher evaluation.

Communication of the Evaluation Process to the Certificated Staff

The district's evaluation policy and procedures will be referenced in the annual certificated staff handbook.

Certificated Administrative Staff Evaluation

Certificated administrative staff members will be evaluated a minimum of twice yearly for the first three years of employment; and a minimum of once annually thereafter.

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