

NUMBER:	SP 923
EFFECTIVE:	10/08/2008
REVISION:	09/14/2011
PAGES:	3

Statement of.....

Policy and Responsibility

SUBJECT: TEACHER EVALUATION

General Statement of Purpose

1. To allow the educator and the District to promote the professional growth of the teacher;
2. To identify and encourage teacher behaviors which contribute to student progress;
3. To profile teachers according to their abilities in order that their capabilities may be enhanced; and
4. To improve the education system and thus the educational opportunities and growth of students.

DEFINITIONS OF TERMS:

1. EDUCATOR: a classroom teacher employed by the District who is required to hold a professional license issued by the Utah State Board of Education.
2. CAREER EDUCATOR: a classroom teacher who has successfully completed three years of teaching in the District, and is, therefore, entitled to rely upon continued employment under the policies set by the Board.
3. PROVISIONAL EDUCATOR: a classroom teacher who has completed less than three years of classroom teaching in the District.
4. PROBATIONARY EDUCATOR: a classroom teacher whose performance has been formally determined to be less than satisfactory under the policies set by the Board.

ESTABLISHMENT OF THE DISTRICT EVALUATION COMMITTEE:

1. The Board shall invite the Community Councils from each school to submit no more than two names, addresses, and telephone numbers of interested parents whose child(ren) attend Murray schools.
2. Names shall be submitted by September 30 to the Director of Personnel prior to the first Board meeting in October for approval by the Board.
3. The district shall recommend five names to the Board for approval by the Board. (The Committee shall be comprised of an equal number of parents, teachers, and administrators appointed by the Board.)
4. The Board shall designate the appropriate number of parents consistent with state statute and Board policy, with consideration for geographic, socioeconomic, and ethnic diversity within the district.
5. Parents appointed to the Committee shall collaborate with the Committee to develop, review, or revise, as needed, the district Educator Evaluation Program.

6. Community Councils shall be notified of the opportunity to recommend parents for participation on the Evaluation Committee at least every other year or upon district request.

ORIENTATION:

The principal of each school shall orient all educators assigned to the school concerning the Board's Educator Evaluation program, including the purpose of the evaluations and the method by which they will be made. Evaluation will not occur prior to this orientation.

EVALUATION PROCESS:

SECTION I: GENERAL PROCEDURES

1. To achieve the previously stated purposes, District educators will be regularly evaluated.
 - a. Frequency of evaluations:
 - i. Evaluation is an ongoing process. Suggestions and constructive criticism shall be given to an educator when needed throughout the school year.
 - ii. Provisional and probationary educators shall be evaluated at least two times each school year:
 1. Two written evaluations shall be completed for all provisional and probationary educators by the school principal or designee, once prior to January 15th of each school year, and once no later than sixty days before the end of the contract year.
 2. A self-evaluation shall be completed and reviewed with the provisional or probationary educators by the school principal or designee.
 - iii. Career educators shall be evaluated annually by the school principal or designee.
 - b. There shall be a reasonable number of observation periods during the evaluation process to ensure adequate data for a fair and complete evaluation.
 - c. The evaluation will be objective, reliable, and valid and grounded in the principles of effective instructional practices.
2. The educator shall be personally informed about the evaluation process and shall be given a copy of the evaluation instrument at least 15 calendar days prior to the first evaluation.
3. An evaluation shall, within 15 calendar days after the completed evaluation process, be put in writing and discussed with the educator by the principal or designee.
4. The educator will be advised that he/she may make a written response to all or any part of the evaluation and the response will be attached to the evaluation.
5. An educator who is not satisfied with an evaluation has 15 calendar days after receiving the written evaluation to request a review of the evaluation as outlined in Section 5.
6. Following any revisions made after the discussion, a copy of the evaluation will be filed in the educator's personnel file together with any related reports or documents.
7. A copy of the completed evaluation that is placed in the personnel file will be given to the educator.

SECTION II: REMEDIATING UNSATISFACTORY PERFORMANCE

1. An educator whose performance is determined to be unsatisfactory or in need of improvement will be given reasonable assistance to remediate his/her performance and be provided, by the principal or designee, with the following:
 - a. a written document which clearly identifies his/her deficiencies,
 - b. available and appropriate resources to remediate the unsatisfactory performance , and
 - c. a recommended course of action which will remediate the educator's performance.
2. The educator is responsible for improving his/her performance by:
 - a. using the resources identified by the principal or designee and,
 - b. demonstrating satisfactory levels of performance in the performance areas designated unsatisfactory.
3. The principal and educator shall agree upon a reasonable time-line to complete the recommended course of action for remediation.

SECTION III: CONSULTING (MENTOR) EDUCATOR

1. The principal shall assign a consulting educator to each provisional educator. The consulting educator, when possible, shall be a career educator who performs substantially the same duties as the provisional educator and has at least three years of successful educational experience.
2. The consulting educator shall assist the provisional educator to become informed about the teaching profession and school system.
3. The consulting educator shall not evaluate the provisional teacher.
4. The consulting educator will receive compensation for this service through district mentoring funds.

SECTION IV: FINAL EVALUATIONS

1. At least 30 calendar days prior to the end of the school year, the principal of an educator whose performance has been determined to be unsatisfactory shall complete all written evaluations and recommendations regarding that educator.
2. The final evaluation shall contain only data previously considered and discussed with the individual educator as required in Section I.

SECTION V: FORMAL REVIEW OF AN EVALUATION

1. An educator who is not satisfied with an evaluation has 15 calendar days after receiving the written evaluation to request a review of the evaluation by an Evaluation Review Committee composed of one person appointed by the Superintendent or Board, one person appointed by the educator, and one person appointed by the first two members of the Review Committee.
2. If the first two committee members are unable to agree on the third member, that member shall be selected by the process of elimination from a list of ten names, five of which shall be nominated by each member of the Evaluation Review Committee. The committee member selected to strike the first name shall be determined by lots.
3. Nothing in this section prevents the teacher and Superintendent or his/her designee from agreeing to another method of review.