

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: EVALUATION OF
 PROFESSIONAL AND
 TEMPORARY PROFESSIONAL
 EMPLOYEES

ADOPTED: March 25, 1991

REVISED:

	<p>412. EVALUATION OF PROFESSIONAL AND TEMPORARY PROFESSIONAL EMPLOYEES</p>
1. Purpose	<p>Evaluation is a single aspect of the overall process of supervision which has as its primary goal providing assistance to professional personnel in improving the quality of learning opportunities afforded within the context of the curriculum. Supervision is, therefore, not something "done to", but something "done for" teaches. Evaluation as an aspect of supervision is a meaningless activity unless it benefits both teacher and learners. The results derived from an effective evaluation process should be growth in teacher confidence and ability and improved educational opportunities for learners.</p> <p>Evaluation, a constructive activity, can be conducted by the teacher as self-evaluation, or by administrative personnel, department chairperson, supervisors and coordinators of instruction, or by peers, or by students. Use of various evaluation instruments is part of the supervisory process. However, only those evaluations by properly certificated personnel shall be included, considered and maintained as a basis for administrative ratings.</p>
2. Guidelines	<p><u>Evaluation Requirements</u></p> <p>Evaluation is and should be a continuing process. It consists of a series of acts, interactions and judgments which cannot operate within the constraints of frequency, place or time. However, minimal requirements are desirable to establish the responsibility for evaluation and to assure that all personnel are afforded an opportunity for professional development. The minimal requirements for evaluation shall be:</p> <p><u>Professional Employees</u></p> <p>One or more evaluations per year, administered by any of the personnel authorized to rate based on at least one classroom observation and direct knowledge of the evaluator concerning the manner in which the employee discharges his/her responsibilities in relation to institutional needs, shall be required.</p>

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Each evaluation shall be documented by partial or full completion of an anecdotal record, a copy of which shall be furnished to the employee and the Superintendent. The complete and/or partial evaluation instrument shall serve in addition to any other information available to the evaluator to substantiate the annual rating for professional employees or the semiannual rating for temporary professional employees.

A copy of the annual or semi-annual rating setting forth the numerical rating approved by the Superintendent shall be furnished to the employee. The original of all such ratings shall be available for inspection at the mutual convenience of the employee and the employer.

Temporary Professional Personnel

Four or more evaluations per year, administered by personnel authorized to rate and direct knowledge of the evaluator of the manner in which the employee discharges his/her responsibilities in relation to institutional needs, shall be required.

The frequency of evaluation by those who are authorized to rate shall vary above the minimum set forth herein in relation to the needs of individual teacher goals for professional development, the data required for decisions, and the supervisory goals established by the principal or the Superintendent.

Improvement of Instruction

The effective use of evaluation as a tool for the improvement of instruction requires communication between the evaluator and those they seek to assist in attaining a higher level of performance. Oral and written communication to identify areas of performance which can be improved, resolve differences of opinion, give direction, or mutually agree on a plan for effecting positive change in teacher performance are essential elements of the supervisory process. The nature of such communication, although subject to the discretion of the evaluator and the evaluatee, shall be as follows:

Temporary Professional Personnel

At the time of a classroom observation, or shortly thereafter, the employee shall be furnished with a copy of the anecdotal record or the evaluation form used during observation(s). A post-evaluation conference shall be scheduled by the evaluator within five (5) school days following the classroom observation(s). The conference shall be devoted to a review of those items on which the evaluator expressed judgments; to discussion for the purpose of discerning performance characteristics which are not readily observable, and to efforts to eliminate differences of opinion; to joint decision-making in relation to priorities and plans for improvement, and suggestions and direction from the evaluator. The evaluator shall note the joint

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decisions reached, suggestions for improvement, or directions for improvement given during the conference.

The employee shall be required to sign the evaluation instrument for the purpose of indicating that an opportunity to review the evaluation form and to discuss it with the evaluator was provided. The employee's signature shall not be construed as signifying agreement with the criteria, the judgment of the evaluator, any written comments or subsequent memorandum, or the nature of any discussion which ensued during such conference. If the employee refuses to sign in the space provided, such refusal shall be recorded and dated. The employee shall be notified in writing of this notation within ten (10) days.

A conference, identical in purpose and procedure as outlined above, shall be scheduled and conducted in relation to the semi-annual rating of temporary professional employees. A copy of each such rating shall be furnished to the employee by the Superintendent within ten (10) days of the review/approval which the Superintendent shall perform.

Professional Employees

A post-evaluation conference may not be necessary or useful if the employee exhibits superior instructional skills. When this occurs, the evaluator shall furnish the employee with a copy of the evaluation instrument, containing any written comments or suggestions, and request that the employee sign the copy within five (5) days if s/he does not desire a post-evaluation conference. If the employee signifies his/ her desire for a post-evaluation conference, it shall be conducted in the same manner and for the same purposes as those described for temporary professional employees.

The procedures for evaluating professional employees, other than those noted as exceptions in the preceding paragraph, shall be identical to those applicable to temporary professional personnel.

Authorized evaluators shall forward to each employee not noted in the subsequent paragraph as an exception a copy of each annual rating, with a request that the employee sign the evaluator's copy within five (5) days if a conference is not desired. The signature of the employee shall connote receipt and review of the document, but not approval of the rating. If the employee does not sign this copy, the evaluator shall schedule a conference within a reasonable time.

Conferences shall be conducted with each employee who is rated Unsatisfactory in any of the categories on the rating scale or based on a total numeric rating. In addition, conferences shall be conducted with each employee who has an overall rating that is Minimally Satisfactory. No Unsatisfactory rating shall be valid unless approved by the Superintendent.

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Evaluations by peers, department chairpersons, etc., who are not authorized to rate professional personnel, are to be viewed as supervisory acts designed to improve teaching and learning and are devoid of any legal significance. Evaluation instruments completed by such individuals shall not be considered in preparing a rating, nor shall they be included in the employee's personnel file. These evaluations should be mutually reviewed, discussed, and used as a basis for setting goals for improvement. Procedures for their utilization should be only as formal as required to assure effective communication between the parties. Documentation of such review or retention of the evaluation instrument is neither recommended nor warranted since the purpose of such effort is constructive and not legal.

Numerical Rating

Each of the performance categories shall be rated on a point scale in which the numeral 14 shall designate a satisfactory level of performance. Ratings of less than 20 in any category shall be based on anecdotal records.

A total score of Unsatisfactory in any category may be indicative of a deficiency of such significance as to warrant a total rating of Unsatisfactory, even though performance in other categories is rated Satisfactory and the sum of the points assigned to all criteria on the rating scale may be categorized as Satisfactory.

Appeals

Ratings administered by authorized evaluators to rate temporary professional or professional employees shall be subject to review and/or appeal on written request by the employee within five (5) working days of a conference. Such review shall consist of a conference between the evaluator and the employee for the purpose of engaging in such discussion as either party deems useful to clarify expectations, assure understanding, or agree to a modification of the rating.

If the employee is dissatisfied at the conclusion of the conference with the evaluator, a written request for an appeal hearing may be submitted to the Superintendent within five (5) working days following the date of the conference. Such written request shall identify those elements of performance which the employee feels were incorrectly evaluated. The Superintendent or a designee may request either or both parties to submit written statements in relation to the items in question. After all written materials have been reviewed by the Superintendent or a designee, s/he shall conduct an appeal conference for the purpose of obtaining further information or clarification as a basis for a decision on the appeal. The Superintendent's decision shall be communicated in writing to both participants in the appeal conference.

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School Code SC 1123	<p><u>Retention of Records</u></p> <p>Annual and semi-annual ratings, complete or partial evaluation instruments and memoranda relating to evaluation shall be permanently retained in an employee's personnel folder. Ratings, evaluation instruments and memorandum relating to the evaluation of the employee which are in his/her personnel file shall be available for inspection by the employee at the mutual convenience of the employee and the employer.</p> <p>Anecdotal records not communicated in writing to either an employee or an immediate superior of the evaluator shall be retained for a period of three (3) years by evaluators. Since anecdotal records constitute substantiating data and detail for the official evaluation forms and ratings in the personnel file and do not serve to alter or supplant such official documents, they are considered confidential information which serve to furnish a basis for explaining an evaluator's decision when memory may not suffice. This informal documentation is not available for inspection by the employee, but may be, and generally is reviewed orally during a conference in regard to an evaluation or rating.</p> <p><u>Severability</u></p> <p>If any provision of the evaluation process is held contrary to existing law or official regulations of state government drafted pursuant to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.</p>
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