

TEACHER EVALUATION

The primary purpose of teacher appraisal should be for personal development and the improvement of teaching. Therefore, appraisal shall be an on-going process, important for beginning teachers, but equally as important for teachers with experience. The board further believes that as teachers appraise their present performance and set goals for future performance, they gain in personal confidence and stature in their profession.

Appraisal procedures shall be designed to help teachers define their areas of greatest strength as well as the areas in which improvement is needed. Plans will be made to capitalize on those strengths. Procedures will be set up to help those who need improvement. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

The evaluation rating of teachers shall be based on the qualitative component of the Oklahoma Teacher & Leader Effectiveness Evaluation system (TLE) using Marzano's Focused Teacher Evaluation Model.

In compliance with state law, standards of performance and conduct (policy DBCA) shall be provided to each teacher on or before April 10 each year. As stated in the Certified Master Contract, Stillwater Public Schools will provide teachers with an evaluation handbook within the first two weeks of the school year. The handbook will outline the process and elements that will be used to evaluate teachers. Each teacher is to sign a statement verifying he or she has received the standards. These standards shall be considered in determining whether or not the professional performance of a teacher is adequate.

Probationary teachers shall receive summative evaluations at least twice each year. One summative evaluation shall be submitted on or before December 31st, and another on or before April 1st, each year. **Career Teachers will be on a three year cycle of the Formal Evaluation process.** Career teachers **being evaluated for that school year**, shall receive one summative evaluation annually to be completed on or before April 1st. **All teachers will be expected to submit an annual Growth Plan in the evaluation instrument by September 15th. If a plan is not submitted, the teacher will be formally evaluated regardless of rotation cycle for that school year.**

Any teacher for whom student performance data is available including performance on the statewide criteria-referenced tests if available, will receive feedback regarding that data as a part of the evaluation process. The evaluator may consider that data when evaluating the teacher's effectiveness.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

The completed employee's evaluation shall be retained by **the evaluation instrument**. HR. The evaluation instrument is a confidential document and shall be protected accordingly.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the superintendent of schools, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing. Evaluation documents are also subject to disclosure at an employee's due process hearing.

If the evaluation reveals any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

TEACHER EVALUATION (Cont.)

When the evaluating administrator, or the superintendent, acting through the principal, identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

A copy of the admonishment shall be provided to the superintendent.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher.

A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

All teachers must participate in any professional development/growth goals required by the Oklahoma State Department of Education.

REFERENCE: 70 O.S. §6-101.10, et seq.

Negotiated Agreement

Policy DBCA – Standards of Performance and Conduct for Teachers