

## EVALUATION OF CERTIFIED EDUCATORS AND PUPIL PERSONNEL CERTIFICATE HOLDERS

Bonneville Joint School District No. 93 is firmly committed to an objective and uniform system to evaluate the effectiveness of District educators. The primary purpose of evaluation is to guide educators in continuously improving the effectiveness of their instruction and services to students. It is the expectation of the Board of Trustees to treat all personnel with respect, dignity, and consideration; therefore, every effort should be made to establish and maintain a collaborative and collegial approach in the evaluation process.

### Evaluation Purpose

The evaluation process is designed to assist administrators and educators in maintaining a high standard of professional efficacy and effective instruction. This will be accomplished through the following goals:

1. Ensuring that effective instruction occurs in every classroom,
2. Ensuring that students are provided with appropriate and effective support services,
3. Providing educators with systematic feedback to guide individual plans for professional learning and improvement,
4. Evaluating the educators' influence on student learning,
5. Ensuring that educators fulfill contractual duties and responsibilities to promote a culture of collaboration,
6. Informing personnel moves and placements to best utilize each educator's strengths,
7. Providing an opportunity for collaboration between the educator and supervisor to discuss concerns, interests, progress and professional growth and learning,
8. Informing recommendations to the Board of Trustees for contract renewals and potential disciplinary actions, including placement on probation.

### Evaluation Criteria

Certified staff will be evaluated on two (2) general criteria: (a) Effectiveness of professional practice, and (b) influence on student achievement.

1. Professional Practice ratings will comprise the majority of the educator's evaluation ratings. The Professional Practice rating will be determined using the Jordan Performance Appraisal System (JPAS), which is aligned to the *Charlotte Danielson Framework for Teaching Second Edition* domains and components.

2. Student achievement ratings, as defined in Idaho Code §33-1001, will comprise the balance of the educator's evaluation ratings.

### **Evaluators**

1. The Superintendent / designee has the overall responsibility for the administration of the Evaluation Program and will ensure the fairness, efficiency, and consistency of its administration.
2. Certified staff assigned at the school level will be evaluated by the school principal / designee. Certified staff assigned at the district level will be evaluated by the Superintendent / designee.
3. Before conducting evaluations, all assigned evaluators will first receive training in evaluating teacher performance and conducting observations by completing the JPAS training for new administrators. Evaluators must continue to participate in ongoing training by completing the JPAS evaluation renewal certification every three years. Prior to September 1, 2018, all evaluators will demonstrate proof of proficiency in conducting observations and evaluating effective teacher performance by passing a proficiency assessment approved by the State Department of Education per IDAPA 08.02.02.121.05c.

### **Sources of Data**

The following sources of data will be used to determine the educator's effectiveness rating:

1. The Professional Practice rating will be determined from observations of teacher performance and collected evidence of educator effectiveness.
  - a. Two (2) unscheduled formal classroom observations will be conducted using the JPAS classroom observation instrument. In conjunction with formal observations, documented informal observations may also be used to provide feedback to educators. Evaluators must complete at least one (1) documented observation before January 1 for each certified employee. This requirement may be met with either formal or informal observations that have been shared with the educator. Other adopted instruments will be used to evaluate professional practice for pupil service staff and other educators who do not directly instruct students.
  - b. A portfolio of evidence will be collected and evaluated according to the guidelines identified in the JPAS domains of Planning and Professional Growth to evaluate effectiveness of educators in domains that are not directly observable. This portfolio will be evaluated during an interview between the educator and supervisor using the JPAS Interview Instrument for Planning and Professional Growth and Responsibilities. With the consent of their evaluator, educators with continuing contract status may be

evaluated using the same portfolio materials for two (2) consecutive years if they have earned an *effective* or *highly effective* rating on the previous year's evaluation.

2. School or district-wide student achievement data will be used in the evaluation ratings of non-instructional certified staff. Student success indicators, as defined in Idaho Code §33-1001, may be used for the evaluation ratings of pupil services personnel in place of student achievement data with the approval of the Superintendent / designee.

### **Communication of Results**

The supervisor will schedule a professional development meeting with the educator within five (5) days of receiving the Evaluation Feedback Report. The report will be reviewed in collaboration to discuss progress on the current Individual Professional Learning Plan (IPLP) and to set new annual goals for the IPLP based on the results of the Feedback Report.

### **Personnel Actions**

Evaluations with results that indicate less than effective performance will be used to inform principal decisions for personnel actions, which may include recommendation for probation or nonrenewal of contracts to the Board of Trustees. Should any action be taken as a result of an evaluation to not renew an individual's contract, the District will comply with the requirements and procedures established pursuant to Idaho Code 33-513 through 33-515.

### **Appeals**

1. Educators who disagree with any portion of the JPAS Feedback Report or comprehensive evaluation reports may attach a written statement to their evaluation stating their concerns within fifteen (15) calendar days following the professional development meeting.
2. Educators have fifteen (15) calendar days following the professional development meeting to request in writing a review of the evaluation findings by the Superintendent /designee.
3. The Superintendent/designee will have the discretion to assign another administrator to conduct a second evaluation. The most recent evaluation will be reported as the official evaluation.
4. Educators have the right to appeal decisions or implementations based on evaluations according to the Grievance procedures described in the Master Agreement.

### **Professional Development and Training**

Administrators, teachers, and other certified staff will receive training on the District's evaluation standards and the JPAS evaluation system and process. Results from educator evaluations will be reviewed annually by the District Leadership Team to inform plans for professional development and will be considered part of District and individual school needs assessments. The District will continue to dedicate funding to support this professional development.

1. All evaluators will complete a three (3)-credit, forty-five (45)-hour course in evaluating teacher performance and conducting observations. This course will include the JPAS training for new administrators, field experiences comprised of evaluating teacher performance through video and paired observations, and study of the *Charlotte Danielson Framework for Teaching Second Edition* domains and components. Evaluators will continue to participate in ongoing training by completing the JPAS evaluation renewal certification every three years.
2. Teachers and other certified staff will complete an annual orientation to District evaluation standards and the JPAS evaluation system and process. Teachers will develop and follow Individual Learning Plans for professional improvement and learning based on the results of their Feedback Report and comprehensive teacher evaluation.
3. The District will provide resources to support teachers' professional development in the domains of effective classroom management, delivery of instruction, interacting with students, planning, and professional growth and responsibilities. Some trainings may be required for educators whose evaluation ratings are less than effective.

### **Frequency of Evaluation**

Each certified staff member will be evaluated annually. Evaluations must be completed before June 1 of each year.

### **Personnel Records**

1. Permanent records of each performance evaluation will be maintained in the educator's personnel file at the District Office.
2. Records will be kept confidential within the parameters identified in federal and state regulations regarding the right to privacy.
3. Pursuant to Idaho Code 33-1210, upon request from a hiring school district, copies of all information relating to job performance or job related conduct including all documents in the personnel, investigative, or other files, shall be made available.
4. The District shall report the rankings of individual certificated personnel evaluations annually to the State Department of Education for State and Federal reporting purposes.

### Evaluation System Approval

Any significant changes to the District's evaluation plan shall be submitted to the State Department of Education for approval.

Adopted: 10-12-2005 Reviewed: \_\_\_\_\_ Revised: 09-14-2011  
07-11-2012  
09-10-2014  
04-08-2015  
08-10-2016  
09-13-2017

Cross Reference:

Professional Development #2820  
Requesting Employment Records #5075  
Requesting Employment Records Procedures #5075P  
Personnel Records #5500

Legal Reference:

Idaho Code § 33-513 Professional Personnel  
Idaho Code § 33-514 Issuance of Annual Contract – Support programs –  
Categories of Contracts – Optional Placement – Written  
Evaluation  
Idaho Code § 33-514A Issuance of Limited Contract  
Idaho Code § 33-515 Issuance of Renewable Contracts  
Idaho Code § 33-518 Employee Personnel Files  
Idaho Code §33-1210 Information on past job performance  
IDAPA 08.02.02.120 Local District Evaluation Policy