

NOTE: While Colorado school districts are not required by law to adopt a regulation on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Evaluation of Instructional Staff

Evaluations shall be conducted in accordance with state law and Board policy to improve instruction, enhance the implementation of programs in the curriculum, and measure the professional growth and development of personnel and level of performance of each licensed employee. Evaluations also shall serve as the measurement of satisfactory performance for teachers and documentation for dismissal for unsatisfactory performance.

Even though the evaluation process is designed to encourage and assist licensed employees to perform at a level consistent with the district's standards, the evaluator or the superintendent may recommend to the Board of Education that changes be considered in contract status or assignment in accordance with state law and Board policy.

The procedures necessary to administer and implement the district's evaluation policy are as follows:

Initial requirements

All licensed personnel shall be evaluated, including part-time teachers. An organization chart or comparable document will be prepared to identify the evaluator by title or position for each teacher. The chart will indicate which position(s) each evaluator will evaluate and which administrator is responsible for evaluating the evaluator. Evaluations will be made by the principal or administrator who directly supervises the teacher to be evaluated and/or such principal's or administrator's designee, who has received education and training in evaluation skills approved by the Colorado Department of Education.

A job description will be developed for each licensed employee which sets forth expectations from the school district for the position. Similar job descriptions will be used for all employees with similar staff assignments.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether a teacher's performance meets district standards. One of the standards for measuring teacher performance shall be directly related to classroom instruction and shall include multiple measures of student performance. The district personnel performance evaluation council will actively participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set forth in the individual's job description and any outcomes which are expected from the position.

Information will be made available to each teacher about the evaluation system, the evaluation policy and procedures and the responsibilities of the evaluator and teacher. In addition, all evaluation standards and criteria shall be given in writing to all licensed personnel and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.

Information collection

The evaluator will directly observe the teacher as well as compile other data in accordance with the district's evaluation system. Peer, parent or student input may be obtained from standardized surveys.

No evaluation information will be gathered by electronic devices without the consent of the teacher.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments.

Frequency and duration

Probationary teachers shall receive at least two documented observations and one evaluation that results in a written evaluation report every year. Non-probationary teachers shall receive at least one documented observation each year and at least one evaluation that results in a written report every three years. Effective 2012-2013, non-probationary teachers shall receive a written evaluation report each academic year.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or teacher, when the teacher is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

A report shall not be written until the required documented observations and data collection are completed. Minor adjustments and variations in the process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

Teachers shall receive the written evaluation report at least two weeks before the last class day of the school year.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the performance of the teacher and which clearly sets forth recommendations for improvements including recommendations for additional education and training during the teacher's license renewal process.
2. Specific information about the strengths and weaknesses in the performance of the teacher.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.

The evaluation report will be discussed with the teacher. Both the evaluator and the teacher will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. If the teacher disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

Each report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each teacher's evaluation, including the evaluation report. This file will be available for the teacher's review and will include any written comments or documents submitted by the teacher.

Unsatisfactory performance

A teacher whose evaluation indicates performance is unsatisfactory will be given:

1. A notice of deficiencies;
2. A remediation plan developed by the evaluator and the teacher;
3. A reasonable period of time to correct the deficiencies; and
4. A statement of resources and assistance, including professional development opportunities, available to help the teacher achieve a satisfactory rating in the next evaluation.

Further evaluations of a teacher on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.

If the teacher's next evaluation shows the teacher is performing satisfactorily, no further action need be taken.

If the teacher's next evaluation indicates the teacher still is not performing satisfactorily, the evaluator either will make additional recommendations for improvement or take any necessary steps to recommend dismissal or other appropriate action.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The teacher may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Informal evaluations or observations may be made whenever appropriate.

Approved: May 24, 2011