

Compass Public Charter School Certified Employee Evaluation Purpose

The primary purpose of teacher evaluation is twofold. First, it is to determine the professional development needs of the individual teacher that will lead to improvement in instructional practice in the classroom. Second, it is to monitor and evaluate teacher performance as required by State Statute.

Compass Public Charter School's (CPCS) evaluation process is based, in part, on the work of Charlotte Danielson as presented in Enhancing Professional Practice: A Framework for Teaching and on the quality school model developed by The Harbor Institute What Teachers Do. Ms. Danielson's research provides the elements of effective instruction that most often lead to improved student achievement.

CPCS has chosen to use a differentiated evaluation process for teachers in different stages of their teaching careers, designed to support teachers according to their professional needs.

Plan I:

Plan I is for certified employees who are in the observation cycle of the Certified Employee Evaluation Program. This includes all certified employees who are in their first three years of teaching or are newly hired by CPCS. These certified employees participate at least twice in the observation and evaluation summary procedures during the school year. If a newly hired certified employee has earned renewable contract status in another district or state, that certified employee, with approval of his/her evaluator can be considered for Plan II after successfully completing at least one year on Plan I. This option still requires that the certified employee be evaluated twice a year until he/she reaches continuing contract status. Certified Employees who have earned renewable contract status in the district must enter the observation cycle (Plan I) at least once every three years. These certified employees participate in the observation and evaluation summary procedures at least once during that year. All certified employees on Plan I complete Professional Development Plans in collaboration with their evaluators.

Plan II:

Plan II is for certified employees who have earned renewable contract status at CPCS. Following a cycle using the observation and evaluation summary procedures, any certified employee receiving all proficient ratings may choose between two forms of evaluation (i.e. Plan I continued participation in the annual observation and evaluation summary procedures or Plan II participation in the professional development Plan II.) A renewable contract employee who chooses to participate in a professional development plan as the mode of evaluation must return to the observation and evaluation summary procedures for one cycle every 3 years. (1 year on observation summary, two years off).

**Compass Public Charter School
Certified Employee Evaluation
Program Guidelines**

Responsibilities

The primary responsibility for the evaluation of certified personnel lies with the building principal or designee who may assist in observations and data gathering.

The certified employee evaluation procedures in this plan are not intended to limit an administrator's additional supervisory responsibilities.

The certified employee evaluation procedures in this plan are not intended to limit or invalidate a certified employee's rights to due process as defined in existing policy and procedures, and Idaho Code.

The primary responsibility for monitoring the accurate implementation of the evaluation plan and for providing on-going training to new employees (both instructional and administrative) lies with the School Administrator or his/her designee.

On a yearly basis, the Certified Employee Evaluation committee composed of 2 administrators and 2 classroom teachers, will meet to review the system used for staff evaluation.

Recommendations from the committee for modifications will be submitted for Board approval.

Teacher / Class Profile - Optional

This form *may be* completed and submitted by classroom teachers to the evaluator prior to September 15 each year, and may be updated by the teacher as necessary. Evaluators will provide certified employees the opportunity to submit this form or to address special circumstances regarding classroom composition on the Post Observation Reflection Form.

Observation

A formal lesson observation must consist of a minimum of 30 minutes of uninterrupted classroom observation or one complete lesson, whichever is greater. The formal lesson observation may be prearranged or unannounced by the evaluator.

Observation Rubrics

The four observation rubrics used in CPCS Certified Employee Evaluation Program are completed annually for all Plan I certified employees and once every three years for all Plan II certified employees

The Certified Staff Evaluation Summary

An original, signed copy of the Certified Employee Evaluation Summary will be completed and filed annually in each employee's personnel file in the School Administrator's Office. The evaluator is required to include written comments on the Certified Employee Evaluation Summary form describing the criteria resulting in any element being marked as "needs improvement" or "unsatisfactory." Positive comments describing employee performance may also be included on the summary form.

Teacher Post Observation Reflection Form

This form is to be completed by the teacher following each formal observation period. The completed form is to be given to the evaluator at least 1 day prior to the scheduled post conference and is to be used to help focus the discussion at that conference.

The Post Conference

The post-conference must be held within 5 teaching days of the formal observation, unless waived by both the teacher and the evaluator. Copies of the observation report and the evaluation summary shall be given to the certified employee either at the meeting or within 5 working days thereafter.

Rebuttal

The certified employee may submit a written rebuttal to the evaluation summary and have it attached to the summary to be placed in his/her district employment file. The rebuttal shall be initialed by both the employee and the evaluator to signify mutual awareness of the contents.

Peer Assistance

Peer Assistance will be offered by the building principal or designee whenever a certified employee is placed on formal probation. A written and signed statement shall be placed in the employee's personnel file if this assistance is declined.

Any Professional Development Plan or Improvement Plan may include peer assistance, mentoring or instructional coaching.

Professional Development Plan

The Professional Development Plan is a form to be completed annually by all certified employees. This plan, to be completed in collaboration with the evaluator, will focus and direct the certified staff employee's professional growth until the observation / evaluation cycle has been completed. The plan may be adjusted or rewritten at any time.

Plan II: Professional Development

The Professional Development Plan II is a form to be completed by qualifying certified employees. During off years (up to 2 years when a qualifying certified employee does not participate in the observation / evaluation cycle) this plan will be used to focus and direct professional growth.

Compass Public Charter School Certified Employee Evaluation Plan Procedures for Improvement

Needs Improvement

The evaluator is required to include written comments on the Teacher Evaluation Summary describing the criteria resulting in any element being marked as “needs improvement.”

When a teacher receives written notice on an evaluation that his/her performance in one or more elements is deemed to “need improvement,” a Professional Development Plan focused on improvement in those elements **may** result. The teacher will be encouraged to dedicate focused efforts to improve prior to the next observation cycle. Failure to show improvement in those elements on subsequent cycles **may** result in advancing to an “unsatisfactory” status.

Unsatisfactory Determination (Formal Improvement Plan)

No teacher shall receive a mark of “unsatisfactory” without having first received either a verbal warning from an administrator/supervisor along with observable expectations for improvement or a “needs improvement” in the same element on the preceding evaluation unless there is compelling evidence or a justification to do so.

The evaluator is required to include written comments on the Teacher Evaluation Summary describing the criteria resulting in any element being marked as “unsatisfactory.”

Whenever a teacher receives an evaluation on which his/her performance in one or more elements is deemed to be “unsatisfactory” by the evaluator, a Formal Improvement Plan shall be developed in close collaboration with the evaluator. The plan shall focus on the area(s) that were deemed to have been “unsatisfactory” on the observation report. The plan duration is recommended to be from 6 to 9 weeks.

Repeat Unsatisfactory Determination (Formal Probation)

Whenever a teacher receives a second evaluation on which his/her performance is deemed to be “unsatisfactory” in one or more element(s), the teacher may be advanced to Formal Probation by the School Board of Trustees, upon the recommendation of the evaluator. A certified employee may be placed on formal probation and/or terminated when such action is determined to be criminal, grossly negligent and/or violates the Code of Ethics for Idaho Professional Educators.

Formal Probation

The Formal Probation Plan will focus on those elements requiring improvement. Successful completion of the Probation Plan will result in a return to Plan I status for, minimally, the next formal evaluation cycle. Failure to successfully complete the Formal Probation Plan will result in the evaluator recommending to the School Board of Trustees non-renewal or termination of the employee. According to District policy and State code, a final determination of non-renewal or termination requires approval by the Board of Trustees.