

EVALUATION PROCEDURE

The Board and the teaching staff recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced teachers for the purpose of improving instruction. The results of the observations and evaluations will be used to:

- (1) Improve the quality of instruction in the Montrose School District.
- (2) Assist teachers in their professional development.
- (3) Make recommendations concerning future employment.

PROCEDURE AND FREQUENCY OF EVALUATIONS:

1. The building administrator will evaluate all certified staff members with less than 4 years of teaching at Montrose twice a year. Each evaluation will consist of at least 2 classroom observations with one of the observations for each of the evaluations being at least thirty minutes long. The first evaluation shall be completed by December 1st. The second evaluation will be completed by March 31st.

Before the first observation, a pre-observation conference shall be held to explain the evaluation policy and procedure to all new staff members.

2. All certified teachers with 4 or more years of teaching at Montrose will be placed on a three year rotation for professional growth. In this plan teachers take part in the **Formal Summative Evaluation** phase once every three years. The other two years of the three year rotation are meant to offer teachers opportunities for **Self-Evaluation** and **Professional Growth**. The **Self-Evaluation** year contains opportunities for teachers to gather data through different tools designed for self-analysis. The **Professional Growth Year** allows teachers the opportunity to implement strategies to achieve their chosen professional goal.

- The **Formal Summative Evaluation Year** for veteran teachers (those beyond three years of employment) includes classroom observations at least once each semester with feedback accompanying each of the observations. At least one of these observations will focus on an area chosen by the instructor. A written summative evaluation using the school's evaluation tool will be completed for veteran teachers by March 31st of this year and discussed with the teacher at an accompanying conference. Veteran teachers will be in the **Formal Summative Evaluation Year** once every three years. (Form attached) A copy of said evaluation will be provided to the teacher. The teacher will have seven calendar days to give additional response in writing after post-conference.

Teachers in their first three years of teaching and teachers on a plan of assistance are automatically placed in the **Formal Summative Evaluation Year**. For these teachers, in addition to the classroom observations once each semester, a written summative evaluation using the school's evaluation tool will be completed each semester and discussed with the teacher in an accompanying conference. A copy of said evaluation will be provided to the teacher. The teacher will have seven calendar days to give additional response in writing after post-conference.

- The **Self-Evaluation Year** is meant to help the teacher identify areas for professional growth. Teachers will select from a variety of self-analysis activities. (Form attached) Timeline for this year includes a conference with administration (**completed by December 1**) to analyze the tools that are being used for self-reflection. A second conference will be scheduled (**completed by March 31st**) to review the self-analysis activities and discuss future areas for self-reflection and growth.
- Teachers entering the **Professional Growth Year** will present their **Professional Growth Plan** to administration by **October 1st** of this year. (Form attached) During this year teachers implement their **Professional Growth Plan** which includes the chosen goal as well as strategies for achieving that goal. Each teacher in the **Professional Growth Year** will

conference with administration related to the progress of their **Professional Growth Plan** by March 31st.

3. A teacher that receives a rating of "Basic" will be advised, in writing, relative to the area/s in which continued growth is anticipated.
4. Any teacher who receives a rating of "Unsatisfactory" will be advised, in writing, and counseled relative to area/s in which improvement is necessary. A "plan of assistance" will be completed by the evaluator addressing each area in which improvement is needed with assistance offered by the evaluator. The evaluator will work with the teacher to improve the quality of the teacher's performance and to eliminate any deficiencies noted in the evaluation (Plan of Assistance Form). The teacher will be informed that failure to eliminate any deficiency may be grounds for non-renewal.
5. Staff will be informed by April 15th of each year if their contract will be non-renewed because of stated deficiencies noted in their evaluation. SDCL 13-43-6.1, 13-43-6.3 and 13-43-6.2.
6. The immediate supervisor shall discuss any substantive complaint made against a teacher. The school administration will refer to and follow policy FILE KBB in the board policy book.
7. Evaluation files shall be kept separate from the personnel files and shall be treated in a confidential manner. All materials that are placed in the evaluation file shall be reduced to writing and signed by the teacher and the superintendent or his designee. All evaluations shall be kept on file.
8. This policy was and approved by the Montrose School Board on May 11, 2015. A copy will be distributed to all professional staff members.

The evaluation shall be destroyed after employment is terminated and the final check is received.
EVALUATION FORMS THAT WILL BE USED ARE ATTACHED.

Adopted May 2015

Self-Evaluation Year

This year of reflection is meant to help the teacher identify areas for professional growth.

Teachers will select from a variety of self-analysis activities which are listed below.

Self-Analysis Activities: Teachers will select two of the activities below in addition to the Teachscape Self-Assessment which everyone in the *Self-Evaluation Year* will complete.

- A. Teachscape Self-Assessment*
- B. Parent survey
- C. Student survey
- D. Peer observation of my classroom
- E. Self-analysis of teaching through video-taping
- F. Observation of another classroom for purpose of comparison to my current practices (minimum of two)
- G. Literature review (minimum of three articles)
- H. other (with administrative approval)

****Required by all teachers in the Self-Evaluation Year, this Assessment will be the focus of the first conference with administration which will take place before December 1 of the Self-Evaluation Year.***

Timeline for this year includes a conference with administration (**completed by December 1**) to analyze the tools that are being used for self-reflection.

A second conference will be scheduled (**completed by March 31st**) to review the self-analysis activities and discuss future professional goals.

****After reviewing your Self-Assessment, describe in more detail the two activities that you have chosen for this school term.** (Type text here)

Activity 1:

Activity 2:

Reflect on the two activities you chose for this school term. (Type text here)

Activity 1:

Activity 2:

Summary Comments:

Recommended for continued employment

Not Recommended for continued employment

Recommended for continued employment with the following needs of improvement:

Teacher Signature:	Date:
Administrator Signature:	Date:

*Teacher comments may be written on a separate sheet of paper.

Professional Growth Plan

Plan must be submitted to administration by Oct 1st.

Teacher: _____

Grade Level(s): _____

Subject(s): _____

Date: _____

1. Based on your own self-analysis; what goal have you identified?

2. From the list of suggested professional growth strategies, identify the strategies that you would use to achieve your goal and your timeline.

Strategies

Timeline

A.
B.
C.

A.
B.
C.

3. What resources will you need to achieve your goal(s)?

4. List and explain evidence demonstrating that you achieved your goal(s)?

Summary Comments:

___ Recommended for continued employment

___ Not Recommended for continued employment

___ Recommended for continued employment with the following needs of improvement:

Teacher Signature:	Date:
Administrator Signature:	Date:

*Teacher comments may be written on a separate sheet of paper.