

SAMPLE EDUCATOR EVALUATION POLICY

NOTE: All type-font in red indicates discretionary policy language. These are details that are not spelled out in law or rule and are up to each district to determine. Everything in black is required by Utah Code 53A-8a and/or R277-533.

XYZ District recognizes that the quality of public education can be improved and enhanced by systematic, fair, and competent annual evaluation of public educators and remediation of those whose performance is inadequate.

In accordance with state law and rules promulgated by the State Board of Education, the desired purposes of evaluation are to: (a) allow the educator and the school district to promote the professional growth of the educator; and (b) identify and encourage quality instruction in order to improve student achievement.

The following outlines the procedures XYZ District will follow in evaluating its educators.

1. **Orientation and Training**

- 1.1 All provisional and career employees will be provided an orientation to the District's evaluation program conducted by the principal or his/her designee prior to evaluations as described in this Policy. The orientation will include the purpose of the evaluations and the methods used to evaluate.
- 1.2 All administrators will receive training in rating reliability and will be designated as a certified rater prior to administering an evaluation.

2. **Rating**

- 2.1 An educator will receive an annual summative rating of High Effective, Effective, Minimal/Emerging Effective, or Not Effective.
- 2.2 The rating will be based on: (1) actual observations of the educator's performance; (2) student growth; and (3) educator, evaluator, or other stakeholder data gathered, calculated, or observed that is aligned with standards and rubrics.
- 2.3 An educator's component ratings will be calculated according to the following formula: 70% for professional performance; 20% for student growth; and 10% for stakeholder input. Outcomes will be rounded to the nearest whole number prior to calculate the summative score.
- 2.4 Summative scores will be reported to the State Board of Education annually for all educators.

3. **Frequency of Evaluations**

- 3.1 Provisional and probationary educators will receive a summative evaluation at least twice each school year. Career educators will receive a summative evaluation annually.
- 3.2 Formative evaluations will be ongoing to ensure reliability. Multiple observations as a method of formative evaluations will be used at appropriate intervals.
- 3.3 Formative evaluations may/may not be used without notice to the educator.

4. Educator Input

- 4.1 An educator may contribute additional information **in writing** to inform the evaluation process **at any time throughout the year.**
- 4.2 An educator may see and analyze data related to stakeholder input and performance **at any time throughout the year, in accordance with policies established by the educator's evaluator at each school.** If an educator has concerns with any of the data, the educator may provide a **written** response to be included in the educator's evaluation file.
- 4.3 **It is up to the evaluator, in his/her sole discretion, if and how the additional information and responses to data provided by the educator will impact the educator's evaluation.**
- 4.4 **All information provided by the educator will be part of the summative evaluation file to be reviewed if the educator is not satisfied with his/her summative evaluation and requests a review in accordance with Section 6 below.**

5. Summative Evaluations

- 5.1 At least 15 days prior to the educator's first evaluation, the person administering the evaluation will: (1) notify the educator of the evaluation process; and (2) give the educator a copy of the evaluation tool.
- 5.2 Following the evaluation, the educator may make a written response to any part of the evaluation and attach the educator's response to the evaluation.
- 5.3 Within 15 days following the evaluation, the person administering the evaluation will discuss the written evaluation with the educator and may make revisions to the written evaluation after the discussion.
- 5.4 Following the discussion and any revisions identified in 5.3, the evaluation and any related reports or documents will be filed in the educator's personnel file and a copy of the written evaluation and attachments will be provided to the educator.

6. Review

- 6.1 An educator who is not satisfied with a summative evaluation may request a review of the evaluation within 15 days of receiving the written evaluation.
- 6.2 XYZ District **Human Resources Director** will first determine if the initial educator evaluation was issued in accordance with each of the following:
 - (1) the procedures laid out in this Policy;
 - (2) the requirements of the performance standards;
 - (3) Utah Code 53A-8a, the Public Education Human Resource Management Act;
 - (4) State Board Rules R277-531 and R277-533.
- 6.3 **The Human Resources Director will respond with the determination in writing to the educator requesting the review within 30 days of the request for a review. If a determination is made that the initial educator evaluation was not issued in accordance with any of the above, the person administering the educator's evaluation will be directed to re-do the evaluation.**

- 6.4 If the Human Resources Director determines the initial educator evaluation was issued in accordance with the above, and the educator is still not satisfied with a summative evaluation, a review will be conducted by a person not employed with the District who has been trained and designated as a certified rater.
- 6.5 The cost of the review will be split between the District and the educator. OR The cost of the review will be paid by the educator if the certified rater retained to do the review does not recommend an improved rating after the review.
- 6.6 The certified rater retained to do the review shall review (1) this Policy; (2) the evaluation process conducted for the educator; and (3) the evaluation data from the Professional Performance, Student Growth, and Stakeholder input components.
- 6.7 The certified rater retained to do the review will report the recommendations in writing to the Superintendent for action within a reasonable time after being retained to conduct the review.
- 6.8 The Superintendent, in his/her sole discretion, may adopt the recommendations of the certified rater.