

**TEACHER SUPERVISION AND EVALUATION  
OF CERTIFICATED AND PROFESSIONAL STAFF**

DATES (Adopted Revised)	GUIDE WORDS
Adopted August, 1973 Revised December, 1974 Revised July, 1984 Revised December, 2004 Revised November, 2005 Revised June, 2006 Revised September, 2006 Revised August, 2008 Revised April 2009	Contract Employment Evaluation Student Test Scores Supervision

SUPERVISION AND EVALUATION OF CERTIFICATED AND PROFESSIONAL STAFF

The Board of Trustees is committed to improving the quality of instruction and increasing the levels of student learning. The primary focus for improving instruction and student learning is through the process of supervision and evaluation. This process also provides a sound basis for making decisions with regard to professional growth, continued employment, transfer options and other opportunities within the organization. Thus, the Board of Trustees is responsible for adopting a consistent process for supervision and evaluation of certificated and professional staff. This process may exceed the requirements for supervision and evaluation as set forth in Idaho Code and the general guidelines as established by the state board of education. In addition, this process must meet the timelines as set forth in Idaho Code 33-514.

Principals or designees are responsible for the supervision and evaluation of the certificated and professional staff through a defined process. In doing so, principals or designees are responsible for collecting data about a staff member's performance through observation made during any class period or activity in which the certificated/professional staff member is engaged and the principal has supervisory responsibility. This is inclusive of formal and informal classroom observations, visitations, and conferencing with the individual staff members. Principals or designees may keep an anecdotal record of observations and visitations. Such anecdotal records will be for the principal's/designee's personal use in order to prepare the evaluation report. Teachers and professional staff must be given a copy of all evaluation reports prior to the report being placed in the teacher's personnel file.

In accordance with the rules of the Idaho State Board of Education, IDAPA 08.02.02.120, the Board recognizes an individual's right to file a rebuttal statement if he or she disagrees regarding the results of the certificated personnel evaluation. Said rebuttal must be filed in the personnel file of the employee within thirty (30) days of receipt of the evaluation. Further, in accordance with the Rules of the Idaho State Board of Education, monitoring and evaluations of the District's personnel evaluation system shall be done through periodic policy and procedure review initiated by the superintendent or the superintendent's agent.

The superintendent is responsible to oversee consistent implementation of the adopted supervision and evaluation process.

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See the building administrator or the Director of Human Resources for the current checklists and evaluation rubric documentation utilized in conjunction with this policy.

STANDARDIZED AND STUDENT ACHIEVEMENT TEST SCORES

(This section was negotiated between the Pocatello/Chubbuck School District and the Pocatello Education Association for the 2004-2005 Collective Bargaining Agreement.)

Teachers shall have a working knowledge of standardized testing used in the district and shall also be knowledgeable about student test scores in his/her class.

Each year a teacher shall also be required to develop a plan to improve test scores in his/her class.

Student test scores are used to improve the instructional process and increase student learning.

Student test scores will not be placed in the teacher's personnel file.

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The purpose of the Evaluation Procedures shall be to increase student learning through:

1. Improving teacher self analysis skills.
2. Promoting professional growth.
3. Improving teacher effectiveness in the classroom.
4. Providing documentation for personnel decisions.
5. Fulfilling requirements of Idaho Code.

**ANNUAL CONTRACTS: CATEGORY I, II, AND III:**

**Category I:**

Definition: A Category I Contract is for a certificated staff member who is hired after August 1<sup>st</sup> for the ensuing school year. They are on a one-year limited contract and no further notice is required to terminate the contract at the conclusion of the contract year.

Evaluation Process:

1. Conduct goal setting conference and complete Part I, Goal Setting Form, by **October 30<sup>th</sup>**.
2. Conduct informal observations throughout the year.
3. Conduct post-conference and complete Part II, Goal Setting Results Form and Evaluation Form to be submitted to appropriate Director of Elementary/Secondary Education prior to **May 15<sup>th</sup>**.

**Category II:**

Definition: A Category II Contract is for a certificated staff member who is in his/her first year (hired prior to August 1) or second full year of continuous employment with the district. No property rights are attached to a Category II Contract. Unsatisfactory performance or conduct of a Category II teacher must be communicated by the principal to his/her Director before **February 15<sup>th</sup>**. The Director will consult with the Director of Human Resources regarding remediation or possible nonrenewal. Should the Board choose not to employ the certificated staff member for the ensuing school year, the employee will be provided a written statement of the reasons for non-reemployment pursuant to applicable provisions of the Idaho Code.

Evaluation Process:

1. Conduct goal setting conference and complete Part I, Goal Setting Form, by **October 30<sup>th</sup>**.
2. Conduct informal and formal, documented and dated observations throughout the year.
3. Submit **TWO** evaluations
  - a. Compose one evaluation utilizing Pathwise Software (Pocatello Framework), prepared from a pre-conference, specific to the formal observation, and a post-conference during first semester. This evaluation must be submitted to the appropriate Director of Elementary/Secondary Education prior to **January 1<sup>st</sup>**.
  - b. Conduct post-conference and complete Part II, Goal Setting Results Form and submit to appropriate Director of Elementary/Secondary Education prior to **May 15<sup>th</sup>**.
  - c. Prepare Formative Evaluation Form utilizing information gathered from observations and visitations during second semester. Submit to appropriate Director of
  - d. Elementary/Secondary Education prior to **May 15<sup>th</sup>**.

**Category III:**

Definition: A Category III Contract is for a certificated staff member who is in the third year of continuous employment by the same school district. Category III may also include employees who come to the District having attained "Continuing Contract" status in another Idaho school district or from another state with experience that would otherwise qualify for a

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Category III contract. If performance or conduct concerns exist, the principal will convey those concerns to his/her director, who will then communicate with the Director of Human Resources. If a certified employee's work is found to be unsatisfactory, a defined period of probation shall be established by the Board, but in no case shall a probationary period be less than eight (8) weeks.

Evaluation Process:

1. Conduct goal setting conference and complete Part I, Goal Setting Form, by **October 30<sup>th</sup>**.
2. Conduct informal and formal observations - documented and dated.
3. Submit **TWO** evaluations:
  - a. Compose one *evaluation* utilizing Pathwise Software (Pocatello Framework), prepared from a pre-conference, specific to **TWO** formal observations, and a post-conference during first semester. This evaluation must be submitted to the appropriate Director of Elementary/Secondary Education prior to **January 1<sup>st</sup>**.
  - b. Conduct post-conference and complete Part II, Goal Setting Results Form and submit to appropriate Director of Elementary/Secondary Education prior to **May 15<sup>th</sup>**.
  - c. Prepare *Formative Evaluation Form* utilizing information gathered from observations and visitations during second semester. Submit to appropriate Director of Elementary/Secondary Education prior to **May 15<sup>th</sup>**.

**RENEWABLE CONTRACTS:**

Definition: A renewable contract is defined as follows: During the third full year of continuous employment by the same school district, each certificated employee shall be evaluated for a renewable contract and shall, upon having been offered a contract for the next school year and signing that contract for a fourth full year, be placed on renewable contract status.

According to Idaho Code 33-515, "after the third year of employment and at least once annually, the performance of such certificated employee shall be evaluated according to criteria and procedures established by the Board of Trustees in accordance with general guidelines approved by the State Board of Education."

Evaluation Process:

1. The evaluation process will utilize the domains of Charlotte Danielson's *Framework for Teaching*. Domains, identified numerically, are implemented in a three year rotation:

	Domain (s)							
	Teacher	Counselor	Psychologist	Nurse	Media Specialist	Social Worker	Consulting Teacher	SLP
2007, 2010, 2013	1	1 or 6	1	1	1	1	1	1 or 2
2008, 2011, 2014	3	3 or 4	2	2	2	2 or 3	2	3
2009, 2012, 2015	2 or 4	2 or 5	3 or 4	3 or 4	3 or 4	4	3	4

\* Any or all of the domains can be addressed at any time to meet the needs of the individual teacher.

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2. In the evaluation process, each certified employee is responsible for identifying at least two goals:
  - a) A goal from the selected *Framework for Teaching* domain
  - b) An instructional goal

**\*\*** *Each certificated staff member has the option of identifying an additional goal or goals, if desired.*

3. Each principal will provide a summative evaluation on one third (1/3) of his/her certified staff per year. Therefore, each staff member will receive only one summative evaluation once every three (3) years. The other two thirds (2/3) of the staff will receive a formative evaluation.

**\*\*\*** *However, the building principal may move any employee from the formative evaluation process to the summative evaluation process at any time - see sample letter.*

4. A Three-Year/Three Track System will be utilized.

	<u>Track A</u>	<u>Track B</u>	<u>Track C</u>
<u>Year 1</u>	SE	FE	FE
<u>Year 2</u>	FE	SE	FE
<u>Year 3</u>	FE	FE	SE

Key: SE - Summative Evaluation      FE - Formative Evaluation

5. The Human Resources Department will be responsible for providing a list to the building principals at the beginning of the school year as to the track/year of each certified employee in his/her building.
6. Summative or formative evaluation must be completed for each renewable contract employee prior to **May 15<sup>th</sup>**.
7. Certified staff in the **summative** evaluation track will engage in a pre-conference, a minimum of **TWO** formal observations, and a post-conference. The summative evaluation will be completed utilizing the Pathwise software and framed around the four domains from the *Framework for Teaching*. Additionally, the staff member in the summative evaluation track will complete the Goal Setting Form, Goal Setting Results Form and the Formative Evaluation Form. Both evaluations will be submitted to the appropriate Director of Elementary/Secondary Education, forwarded to Human Resources, and retained in the employee's personnel file.
8. Certified staff in the **formative** evaluation track will engage in pre-conference, informal observations throughout the year, and a post-conference encompassing the Goal Setting Form, Goal Setting Results Form and the Formative Evaluation Form. The form will be submitted to the appropriate Director of Elementary/Secondary Education, forwarded to Human Resources and retained in the employee's personnel file.

**PROBATION:**

Only the Board of Trustees has the authority to place a Category III

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employee or a renewable contract employee on probation. A defined period of probation shall be established by the Board, but in no case shall a probationary period be less than eight (8) weeks. This process is based upon the recommendation from the building principal and appropriate director, to the Director of Human Resources, following unsatisfactory performance or conduct.

The employee is entitled to prior notice of the reason for a meeting or interview and shall be entitled to representation from the Association or another witness of his/her choosing concerning any matter which could adversely affect the continuation of that person in his/her office, position, employment or salary.

During the process of Probation, the following components must be addressed:

- The concerns are identified and described to the employee.
- The expectation for change is stated by the supervisor.
- The corrective action(s) to be taken is identified.
- The criterion which will be used to measure the progress is identified
- The needed assistance and resources to be provided are identified.
- The time lines and monitoring procedures are identified.

Following the completion of the probationary time period, the Director of Human Resources, with the assistance of the supervisor and/or the appropriate director, may recommend any of the following to the Board of Trustees:

1. Return the Category III or the renewable contract employee to the track system, but monitor the area of concern for up to one year.
2. Recommend re-employment at the end of the contract year, but under probationary status.
3. Recommend non-renewal.

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**Goal Setting Form  
Part I**

**for  
Category I, II, III, Renewable Contract Teachers and other Professional  
Staff**

**Year:**

Name: \_\_\_\_\_ Grade/Program: \_\_\_\_\_  
School \_\_\_\_\_ Date: \_\_\_\_\_

Professional Growth and Staff Development will concentrate on the following domains of the Pocatello/Chubbuck *Framework for Teaching* Model and corresponding rubrics. The professional growth goal must be aligned to the current domain selected by the district.

	Domain(s)							
	Teacher	Counselor	Psychologist	Nurse	Media Specialist	Social Worker	Consulting Teacher	SLP
2007, 2010, 2013	1	1 or 6	1	1	1	1	1	1 or 2
2008, 2011, 2014	3	3 or 4	2	2	2	2 or 3	2	3
2009, 2012, 2015	2 or 4	2 or 5	3 or 4	3 or 4	3 or 4	4	3	4

- The professional goal will include the following elements:
- \* An action verb describing what will be done.
  - \* Strategies for implementation.
  - \* Evidence that will support the attainment of the goal.

*Staff member completes the following prior to pre-conference meeting*

*Framework for Teaching* Domain Goal Statement:

1. Rationale for choosing the goal.
2. Strategies for implementation.
3. Target dates for monitoring progress and achievement of goal.

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The Instructional Goal is to be aligned to one of the following: School Improvement Plan or Common Grade Level/Department goal. It includes the following elements:

- \* An action verb describing what will be done.
- \* Strategies for implementation.
- \* Evidence that will support the attainment of the goal.

*Staff member completes the following prior to pre-conference meeting*

Instructional Goal Statement Specific to Student Learning:

1. Rationale for choosing the goal.
  
2. Strategies for implementation.
  
3. Target dates for monitoring progress and student achievement.

**Pre-Conference Date:** \_\_\_\_\_

\_\_\_\_\_  
**Teacher Signature**

\_\_\_\_\_  
**Supervisor Signature**

cc: Employee  
Principal  
Human Resources/Personnel File

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Goal Setting Results Form

Part II

for  
Category I, II, III, Renewable Contract Teachers and other Professional  
Staff

Year: \_\_\_\_\_

Name: \_\_\_\_\_ Grade/Program: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Staff member completes the following prior to post-conference meeting:

4a. Results of strategies implemented regarding *Framework for Teaching* Goal.

4b. Results of strategies implemented regarding *Instructional* Goal.

Teacher/Staff Member Comments:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Post-conference Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Post-conference Date

cc: Employee  
Principal  
Human Resources/Personnel File

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Formative Evaluation Form

for  
Category I, II, III, Renewable Contract Teachers and other Professional  
Staff

Year: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Grade/Program: \_\_\_\_\_  
School: \_\_\_\_\_ Date: \_\_\_\_\_  
Teacher Comments:

**Teacher Acknowledgement**

I have reviewed this document and discussed the contents with the

- The employee demonstrates unsatisfactory performance.
- The employee demonstrates basic performance.
- The employee demonstrates proficient performance.

**Administrator's Evaluation Comments:**

observer. My signature means that I have been advised of the contents of this evaluation and does not necessarily imply that I agree with the results.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Evaluation Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Evaluation Date

cc: Employee  
Principal  
Human Resources/Personnel File

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Probation Form

Employee: \_\_\_\_\_ School: \_\_\_\_\_ School Year: \_\_\_\_\_

Probation Expectations:

Performance Element	Expectation for Change and Corrective Action to be Taken	Assistance and Resources Necessary for Change	Criterion Used to Measure Progress	Timeline

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<b>We have discussed the Probation and the Expectation for Improvement:</b>		
Supervisor: _____	Date: _____	
Employee: _____	Date: _____	
<b>Informal/Formal Observation Dates:</b>		
Date: _____	Date: _____	Date: _____
<b>Progress Review Dates:</b>		
Date: _____	Date: _____	Date: _____
<b>Results of Probation: (check as appropriate)      Date: _____</b>		
Objective(s) Achieved: _____		
Objective(s) Not Achieved: _____		
Recommendation to the Director of Human Resources:		
Monitor identified concerns for one year - Return to Track Status: _____		
Recommend re-employment at the end of the contract term under probationary status: _____		
Recommend non-renewal of contract: _____		
<b>Comments:</b>		
<b>Signatures:</b>		
_____	_____	_____
<b>Building Principal</b>	<b>Employee</b>	<b>Date</b>

cc: Elementary/Secondary Director  
Director of Human Resources  
Board of Trustees