The district will adopt criteria and procedures for evaluation of certificated employees, with input from those parties affected by the evaluation process (trustees, administrators, and teachers). The criteria and procedures will be attached to this policy and will be communicated to certificated employees.

EVALUATION OF ANNUAL CONTRACT EMPLOYEES

The district will evaluate annual contract employees if and as required by the employee's contract category:

Category 1: The district is not required to evaluate certificated personnel employed pursuant to a Category 1 limited annual contract. *The district will not place Category 1 employees on probation.*

Category 2: The employee will receive a minimum of two (2) written evaluations during the school year, one of which will be completed before January 1. *If an employee's performance is less than satisfactory, this district will make a reasonable effort to assist the teacher in improving his or her performances through the district's support program, if applicable. However, the district is not required to establish a period of probation for Category 2 employees whose performance is unsatisfactory.*

Category 3: The employee will receive a minimum of two (2) written evaluations during the school year, one of which will be completed before January 1. If the employee's performance is found to be unsatisfactory, the board will establish a defined period of probation of not less than eight (8) weeks. Upon completion of such probationary period, the board will determine whether the employee will be retained; immediately discharged; discharged at the end of the current contract; or reemployed at the end of the current contract on a continued probationary status. Placing the Category 3 employee on probation does not preclude the district from later determining, via evaluations, that the employee's performance is unsatisfactory and establishing a subsequent period of probation.

EVALUATION OF RENEWABLE CONTRACT EMPLOYEES

The performance of each certificated employee on a renewable contract will be evaluated at least once annually *by the employee's building principal or other designated administrator. If the employee's performance is unsatisfactory, the superintendent or designee may recommend to the board that the employee be placed on probation.*

Prior to determining that it will not renew a contract for a renewable contract employee due to a report of unsatisfactory performance, or to renew the contract at a reduced salary, the board will establish a reasonable period of probation for the employee. The period of probation will not effect the person's renewable contract status.

EVALUATION STANDARDS FOR TEACHERS

The district's evaluation model for teachers will be aligned to the State of Idaho's minimum standards that are based on Charlotte Danielson's *Framework for Teaching*, Section Edition, domains and components of instruction, as set forth below:

Domain 1—Planning and Preparation

a. Demonstrating Knowledge of Content and Pedagogy
b. Demonstrating Knowledge of Students
c. Setting Instructional Goals
d. Demonstrating Knowledge of Resources
e. Designing Coherent Instruction
f. Assessing Student Learning

Domain 2—Learning Environment

a. Creating an Environment of Respect and Rapport
b. Establishing a Culture for Learning
c. Managing Classroom Procedures
d. Managing Student Behavior
e. Organizing Physical Space

Domain 3—Instruction and Use of Assessment

a. Communicating Clearly and Accurately
b. Using Questions and Discussion Techniques
c. Engaging Students in Learning
d. Providing Feedback to Students
e. Demonstrating Flexibility and Responsiveness
f. Using Assessment to Inform Instruction and Improve Student Achievement

Domain 4—Professional Responsibilities

a. Reflecting on Teaching
b. Maintaining Accurate Records
c. Communicating with Families
d. Contributing to the School and District
e. Growing and Developing Professionally
f. Showing Professionalism

EVALUATION PROCESS AND CONTENTS

The evaluation of each certificated employee will be in writing, based on observations of the employee's performance and other relevant factors, and will reflect whether or not the employee is performing satisfactorily. Upon completion of the evaluation, the employee's performance

will be discussed with the employee and a signed copy of the written evaluation will be placed in the employee's personnel file. After reviewing the evaluation, the employee may file a rebuttal statement in response to the evaluation. However, the employee has no right to appeal or file a grievance regarding the content of the evaluation.

The evaluation for each certificated employee in this district will contain, at a minimum, the following information:

1. Purpose--Statements identifying the purpose or purposes for which the evaluation is being conducted.

2. Criteria--Statements of the general criteria upon which certificated personnel will be evaluated.

3. Evaluator--Identification of the individuals responsible for evaluating the employee's performance.

4. Source of Data--Description of the data sources used in conducting certificated personnel evaluations. For classroom teaching, classroom observation should be included as one (1) source of data.

5. Procedure--Description of the procedure used in conducting certificated personnel evaluations.

6. Communication of Results--The method by which certificated personnel are informed of the results of evaluations.

7. Personnel Actions--The action, if any, available to this district as a result of the evaluation and the procedures for implementing these actions.

8. Appeal--The procedure available to the individual for appeal or rebuttal when disagreement exists regarding the results of the evaluation.

9. Remediation--The procedure available to provide remediation in those instances where remediation is determined to be an appropriate course of action.

10. Monitoring and Evaluation--A description of the method used to monitor and evaluate the district's personnel evaluation system.

EVALUATION IMPROVEMENT PLAN

The superintendent will appoint a committee to develop, and review on an annual basis, a plan for assessing and improving the evaluation process for certificated employees. The plan will address the following issues:

1. Professional Development and Training—A plan for ongoing training for evaluators/administrators and teachers on the district's evaluation standards, tool, and process.

2. Funding—A plan for funding ongoing training and professional development for administrators in evaluation.

3. Collecting and Using Data—A plan for collecting and using data gathered from the evaluation tool that will be used to inform professional development.

4. Identifying Proficiency—A plan for how evaluations will be used to identify proficiency and define a process that identifies and assists teachers in need of improvement.

5. Stakeholder involvement—A plan for including all stakeholders, including, but not limited to, teachers, trustees, and administrators, in the development and ongoing review of the teacher evaluation criteria.

6. Fairness and Consistency--A provision for evaluating all certificated personnel on a fair and consistent basis.

PLACING A CERTIFICATED EMPLOYEE ON PROBATION

Notwithstanding the open meeting law, the board will make decisions regarding placing a certificated employee on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the board's decision will be placed in the employee's personnel file. Prior to the commencement of the probationary period, the board will provide written notice to the employee, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including provisions for adequate supervision and evaluation of the employee's performance during the probationary period.

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LEGAL REFERENCE:
Idaho Code Sections
33-514
33-514A
33-515
IDAPA 08.02.02.120
Gunter v. Board of Trustees, 123 Idaho 910 (1993)

ADOPTED: 9/17/77

AMENDED: 2/14/2000, 12/13/2010

**Language in text set forth in italics is optional.*