

NOT VALID DUE TO WAIVER

Evaluation of Instructional Staff

Evaluations will be conducted in accordance with state law and Charter Board policy to improve instruction, enhance the implementation of programs in the curriculum, measure the professional growth and development of personnel and level of performance of each certificated employee. Evaluations also will serve as the measurement of satisfactory performance for teachers and documentation for dismissal for unsatisfactory performance.

Even though, the evaluation process is designed to encourage and assist certificated employees to perform at a level consistent with the charter school's standards, the evaluator or the [administrator](#) may recommend to the Charter Board that changes be considered in contract status or assignment.

The procedures necessary to administer and implement the charter school's evaluation policy are as follows:

Initial Requirements

All certificated personnel will be evaluated, including part-time teachers. An organization chart or comparable document will be prepared to identify the evaluator by the title or position for each certificated employee. The chart will indicate which positions each evaluator will evaluate and which administrator is responsible for evaluating the evaluator. In most situations, evaluations will be made by the administrator who directly supervises the certificated employee to be evaluated.

A job description will be developed for each certificated employee which sets forth expectations from the [charter school](#) for the position. Similar job descriptions will be used for all employees with similar staff assignments.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether a teacher's performance meets district standards. One of the standards for measuring teacher performance shall be directly related to classroom instruction and shall include multiple measures of student performance. The charter school personnel performances evaluation council will actively participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set forth in the individual's job description and any outcomes which are expected from the position.

Information will be made available to each evaluatee about the evaluation system, the evaluation policy and procedures and the responsibilities of the evaluator and evaluatee. In addition, all evaluation standards and criteria shall be given in writing to all certificated personnel and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.

Information Collection

The evaluator will directly observe the evaluatee as well as compile other data in accordance with the charter school's evaluation system. Peer, parent or student input may be obtained from standardized surveys.

No evaluation information will be gathered by electronic devices without the consent of the evaluatee.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments.

Frequency and Duration

Probationary teachers shall receive at least two documented observations and one evaluation that results in a written report every year. Non-probationary teachers shall receive at least one documented observation each year and at least one evaluation that results in a written report every three years.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or evaluatee, when the evaluatee is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

A report shall not be written until the required documented observations and data collection are completed. Minor adjustments and variations in the process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

All evaluations will be completed before (April 1) of each school year.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An important plan which is specific as to what improvements, if any, are needed in the performance of the teacher and which clearly sets forth recommendations for improvements including recommendations for additional education and training during the teacher's recertification process.
2. Specific information about the strengths and weaknesses in the performance of the evaluatee.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.

The evaluation report will be discussed with the evaluatee. Both the evaluator and the evaluatee will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. If the evaluatee disagrees with any of the conclusions or recommendation made in the evaluation report, he or she may attach may written explanation or other relevant documentation.

Each report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each teacher's evaluation, including the evaluation report. This file will be available for the teacher's review and will include any written comments or document submitted by the teacher.

Unsatisfactory Performance

1. A teacher whose evaluation indicates performance is unsatisfactory will be given a notice of deficiencies.
2. A remediation plan to correct deficiencies will be developed by the evaluator and the teacher.
3. The teacher will be given a reasonable period of time to correct the deficiencies and a statement of resources and assistance available to improve performance.
4. Further evaluations of a teacher on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.
5. If the teacher's next evaluation shows the teacher is performing satisfactorily, no further action will be taken.
6. If the teacher's next evaluation indicates the teacher still is not performing satisfactorily, the evaluator either will make additional recommendations for improvement or take any necessary steps to recommend dismissal.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The evaluatee may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Some flexibility is necessary for proper administration of the evaluation system. Minor deviations or variances in the procedures will be allowed as long as the variances do not result in significant hardship for or malicious treatment of the evaluatee.

Informal evaluations or observations may be made whenever appropriate.

First Reading Date: _____

Adoption Date: _____

Lake George Charter School