

USD443 DODGE CITY PUBLIC SCHOOLS

Teacher Evaluation Procedures

Evaluation shall be made in writing of every certified employee in accordance with the minimum requirements of K.S.A. 72-9001 es.seq. Evaluations beyond those required by law may be requested by the evaluating administrator or the teacher.

1. The building principal or evaluating administrator shall discuss teacher evaluation objectives and procedures with the staff at the beginning of the school year. All teachers shall be informed at the beginning of the school year of approximate dates and frequency of evaluations during the school year. **All forms may be completed electronically or on paper, unless otherwise specified.**
2. Teacher and evaluating administrator conferences shall be arranged according to the following schedules:
 - A. Every employee shall be evaluated at least two (2) times per year in the first two (2) consecutive years of employment. Observations for summative (formal) evaluation shall not occur on Halloween, Valentine's Day, or the day before the following designated school holidays/vacations: Thanksgiving, Christmas and Spring Break.
 - B. Every employee shall be evaluated at least one (1) time per year during the third and fourth year of employment. Observations for summative (formal) evaluation shall not occur on Halloween, Valentine's Day, or the day before the following designated school holidays/vacations: Thanksgiving, Christmas and Spring Break.
 - C. Every employee shall have a summative (formal) evaluation at least once every three (3) years after completion of the fourth year of employment. Observations for summative (formal) evaluation shall not occur on Halloween, Valentine's Day, or the day before the following designated school holidays/vacations: Thanksgiving, Christmas and Spring Break.
3. The evaluating administrator shall use the *e4E Certified Staff Evaluation (i.e. Observation) Form* formally adopted USD 443 Observation Form and the Teacher Evaluation Form for information directly related to summative evaluation topics. Building or district letterhead head **may also** be used as a memo form for other information directly related to summative evaluation topics, and must include a place for signatures of the certified staff, including explanatory notes. as per the Classroom Observation form. This does not preclude the use of complimentary or congratulatory notes.
4. A formal summative evaluation shall be based upon a minimum of three (3) classroom observations of no less than one (1) class period or instructional period **episode of not less than twenty-five (25) minutes**. For teachers in the first two (2) years of employment, a minimum of two (2) observations shall be required prior to each summative evaluation. When a Pre Observation Planning **pre-observation planning** form is utilized, the teacher and evaluating administrator shall discuss the planned observation prior to the observation.

- A. The *e4E Educator Goal Setting Form for pre-observation planning* district adopted Pre-Observation Planning Form shall be completed by the teacher for use prior to at least one observation.
 - B. A post-observation conference *may* be conducted within five (5) working days following any observation. Either party may request additional observations beyond the minimum and/or request another observer. The evaluating administrator shall secure the teacher's signature. The teacher shall receive a copy of the observation report *e4E Certified Staff Evaluation (i.e. Observation) Form* signed by the evaluating administrator.
 - C. In the case of multiple building assignments, the respective administrators shall mutually agree to share responsibility in conducting classroom observations, providing feedback and writing the required evaluation. This provision is intended to avoid duplication of effort and excessive observations for both the teacher and each respective administrator.
5. A teacher may submit a self-evaluation to their evaluating administrator using a Teacher Self Evaluation form *e4E Educator Self-Reflection Form*.
 6. The *summative evaluation*, using the *e4E Summary_ of Ratings Form*, Teacher Evaluation Form shall be completed based on documentation taken from the district adopted Observation *e4E Certified Staff Evaluation (i.e. Observation) Forms* or memo forms, as provided for in section three (3), prepared by the evaluating administrator prior to the evaluation conference. The *summative* evaluation report must be signed by the evaluating administrator and the teacher acknowledging that a conference has been held and that the *summative* evaluation report has been thoroughly discussed with the teacher. If, in the judgment of the teacher, the summative *evaluation* report is inaccurate, unfair or incomplete, a response may be attached to the summative evaluation report within ten (10) working days.
 7. If, in the judgment of the teacher, the evaluation is inaccurate, unfair or incomplete, the teacher may request a review of the evaluation by the Superintendent of Schools. Such a request for a review shall be made in writing with a copy sent to the evaluating administrator for his/her information. The Superintendent, or the designated representative, shall review all aspects of the evaluation within 5 (5) working days and render a written judgment to attempt to resolve the issue.
 8. *Physical* copies of the Teacher Evaluation Form *e4E Summary of Ratings Form* shall be made for the evaluating administrator and the teacher. The teacher and the evaluating administrator shall sign the file copy.