

REVISED POLICY - VOL. 16, NO. 2

EVALUATION OF INSTRUCTIONAL PERSONNEL

Pursuant to State law, evaluations shall be conducted for the purpose of increasing student learning growth by improving the quality of instructional services in the District. Except for classroom teachers who are newly hired in the District and excluding substitute teachers, a performance evaluation must be conducted for each instructional staff member at least once per year. Newly hired teachers must be observed and evaluated twice during their first year of teaching in the District.

The Principal is responsible for the performance of all personnel employed by the School Board and assigned to the school to which the Principal is assigned. The Principal shall appropriately and effectively apply the personnel evaluation system that has been recommended by the Superintendent and approved by the Board, and approved, as required by State law, by the Florida Department of Education.

Instructional Personnel Evaluation System

The evaluation system for instructional personnel will:

- A. be designed to support effective instruction and student learning growth, and performance evaluation results must be used when developing District and school level improvement plans;
- B. provide appropriate instruments, procedures, timely feedback, and criteria for continuous quality improvement of the professional skills of instructional personnel, and performance evaluation results must be used when identifying professional development;
- C. include a mechanism to examine performance data from multiple sources, including opportunities for parents to provide input into employee performance evaluations when appropriate;
- D. identify those teaching fields for which special evaluation procedures and criteria are necessary;

- E. differentiate among four (4) levels of performance as follows:
 - 1. highly effective
 - 2. effective
 - 3. needs improvement or, for instructional personnel in the first three (3) years of employment who need improvement, developing
 - 4. unsatisfactory
- F. provide for training and monitoring programs based upon guidelines provided by the Department of Education to ensure that all individuals with evaluation responsibilities understand the proper use of the evaluation criteria and procedures;
- () a peer assistance process.

Evaluation Procedures and Criteria

A performance evaluation must be conducted each instructional staff member at least once a year, except that a classroom teacher, as defined in F.S. 1012.01(2)(a), excluding substitute teachers, who is newly hired by the District, must be observed and evaluated at least twice in the first year of teaching in the District. All personnel must be fully informed of the criteria, data sources, methodologies, and procedures associated with the evaluation process before the evaluation takes place.

Performance of Students

At least one-third (1/3) of the performance evaluation of instructional personnel must be based upon the data and indicators of student performance of the teacher's students. The performance of students' criterion shall also include growth or achievement data of the teacher's students for at least three (3) years or, if less than three (3) years is available, the years for which data are available.

Deleted: a

For classroom teachers of grades and subjects for which their students' performance is assessed by Statewide standardized assessments, the District shall measure student learning growth using the formulas approved by the Commissioner and the standards for performance levels adopted by the State Board for courses associated with the Statewide, standardized assessments administered under F.S. 1008.22 no later than the school year immediately following the year the formula is approved by the Commissioner (see F.A.C. 6A-5.030 and 6A-5.0411),

Deleted: for grades and subjects not assessed by Statewide, standardized assessments

For classroom teachers of grades and subjects for which their students' performance is not assessed by Statewide standardized assessments, the District shall use the methodology set forth in the District's evaluation plan that is submitted to and approved by the FLDOE to measure the student's performance upon which to base one-third (1/3) of the performance evaluation.

Deleted: This portion of the evaluation must include growth or achievement data of the teacher's students.¶
¶

Deleted: ,

Deleted: measure student performance using

For instructional personnel who are not classroom teachers, the District shall use the methodology set forth in the District's evaluation plan that is submitted to and approved by the FLDOE to measure the student's performance upon which to base one-third (1/3) of the performance evaluation.

Pursuant to State law, the proportion of growth or achievement data in the District-determined student performance measures may be determined by instructional assignment.

Instructional Practice

At least one-third (1/3) of the performance evaluation must be based upon instructional practice. Evaluation criteria used when annually observing classroom teachers, as defined in F.S. 1012.01(2)(a), excluding substitute teachers, must include indicators based upon each of the Florida Educator Accomplished Practices adopted by the State Board of Education. For instructional personnel who are not classroom teachers, evaluation criteria must be based upon indicators of the Florida Educator Accomplished Practices and may include specific job expectations related to student support.

Other Indicators of Performance

The remainder of a performance evaluation may include, but is not limited to, professional and job responsibilities as recommended by the State Board of Education or identified by the Board.

These professional and job responsibilities are to be included in the job description for positions held by instructional staff members.

The performance evaluation may also include peer reviews, objectively reliable survey information from students and parents based on teaching practices that are consistently associated with higher student achievement, and other valid and reliable measures of instructional practice.

The Principal shall inform all instructional personnel of the criteria and procedures associated with the performance evaluation process before evaluation begins. Additionally, the Principal shall assist the teachers within the school to use student assessment data, as measured by student learning growth gains pursuant to State law, for self-evaluation and improvement.

Subject to collective bargaining, a peer assistance process shall be established

() as a part of the regular evaluation system.

(X) to be used to assist employees placed on performance probation, newly hired classroom teachers, or employees who request assistance.

The evaluation shall be completed and on file in accordance with the time schedule established by the Superintendent. The written report of the evaluation must be on file and provided to the employee within ten (10) days after the evaluation conference. The evaluator must discuss the written evaluation report with the employee. The employee shall have the right to initiate a written response to the evaluation, and the response shall become a permanent attachment to his/her personnel file. The evaluator may amend an evaluation based upon assessment data from the current year if the data becomes available within ninety (90) days after the close of the school year.

Deleted: Non-Classroom Teachers¶

¶ For instructional personnel who are not classroom teachers, the student learning growth portion of the evaluation must include growth data on Statewide assessments for students assigned to the instructional personnel over the course of at least three (3) years, or may include a combination of student learning growth data and other measurable student outcomes that are specific to the assigned position, provided that the student learning growth data accounts for not less than thirty percent (30%) of the evaluation. If less than three (3) years of student growth data are available, the years for which data are available must be used and the percentage of the evaluation based upon student learning growth may be reduced to not less than twenty percent (20%).¶

¶ The evaluation criteria for non-classroom teachers must include, but are not limited to, the following:¶

¶ ...

**THE SCHOOL BOARD OF
MADISON COUNTY**

INSTRUCTIONAL STAFF
3220/page 5 of 7

If an employee who holds a professional service contract is not performing his/her duties in a satisfactory manner, the evaluator shall notify the employee in writing of such determination. The notice must describe such unsatisfactory performance and include notice of the procedural requirements set forth in F.S. 1012.34.

An evaluation shall be submitted at the time an instructional staff member leaves the District if services terminate prior to annual evaluations.

An instructional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

A portion of each instructional staff member's compensation shall be based on the employee's performance evaluation as required by State law.

In addition, the Superintendent shall annually report the evaluation results of instructional staff members using the four (4) levels of performance set forth in State law to the FLDOE. The results shall be provided by school and shall be disaggregated by classroom teachers, as defined in State law, excluding substitute teachers, and all other instructional personnel, also as defined in State law.

The Superintendent shall also notify the FLDOE of any instructional staff members who receive two (2) consecutive unsatisfactory evaluations, as well as any instructional personnel who are given written notice by the District of intent to terminate or not renew their employment.

Annual Review of District Instructional Personnel Evaluation System

The Superintendent may appoint a District Evaluation System Review Committee who shall be responsible for annually reviewing the instructional staff evaluation system to analyze whether it complies with Florida law and this policy. The District Evaluation System Review Committee shall follow procedures adopted by the Superintendent when reviewing the evaluation system. All substantial revisions to the evaluation system must be reviewed and approved by the Board before being used to evaluate instructional personnel.

The District Evaluation System Review Committee shall be composed of no less than ___ (8) individuals from the following areas:

- [5] instructional staff member;
- [1] school administrator;
- [2] assistant superintendent;

**THE SCHOOL BOARD OF
MADISON COUNTY**

INSTRUCTIONAL STAFF
3220/page 7 of 7

[] _____.

F.S. 1012.01, 1012.22, 1012.28, 1012.31, 1012.34
F.A.C. 6A-5.030, 6A-5.0411

© **NEOLA 2016**