

Article IX.A.4.e. Teacher Evaluation

A. Statement of Policy

In order to implement Utah Code 53A-10-101, the District has adopted the following policy on teacher evaluation. Additional negotiated provisions on teacher evaluation are found in Article 14 of the Professional Agreement.

B. Definitions

1. "Provisional Teacher" means all regularly assigned teachers working half-time or more each day who have not yet completed two continuous years of contract employment as a teacher in Granite School District. In addition, regular contract teachers who have an interruption in service of six years or more are provisional contract teachers for the first year following their return.
2. "Probationary Teacher" means all teachers who have been placed on probation under the terms of Article 16 in the Professional Agreement.
3. "Regular Teacher" means all regularly assigned teachers working half-time or more each day, who have completed the provisional period described above.

C. Frequency of Classroom Observations

Classroom observations must be completed at least twice each year for all regular teachers, and at least twice each year for all provisional teachers and all probationary teachers.

D. Frequency of Evaluation

Provisional and probationary teachers must receive a formal written evaluation twice each year, the first evaluation to be completed and received by the personnel office on or before November 15, and the second on or before February 15.

E. Orientation of All Teachers Concerning the Evaluation Program

The evaluations described above may not occur prior to an orientation by the principal of all teachers in the school concerning the evaluation program. Such orientation must be completed in a faculty meeting no later than 30 days after school begins. A record should be kept of those teachers in attendance, and those not in attendance must be similarly oriented.

F. Evaluator

The evaluator shall be the principal or the principal's designee.

G. Standards

Evaluations conducted under this policy shall be to determine whether or not the teacher's performance meets the District Performance Standards for Educators.

H. Notification

The evaluator shall personally inform the teacher(s) involved about the evaluation process at least 15 days prior to the first evaluation by:

1. giving the teacher a copy of the District Performance Standards for Educators;
2. reviewing the standards and allowing for teacher questions and concerns;
3. explaining the observation procedure used by the evaluator; and
4. securing the teacher's signature verifying completion of the notification requirement.

I. Written Forms to Be Used

Evaluations conducted under this policy must be reduced to writing and discussed with the teacher within 15 days after completion of the evaluation process. Evaluations must be written and submitted on the District form entitled "Formal Evaluation Report for Provisional Teachers." Item B on this form (recommendations regarding reemployment) should not be completed on the first (November) evaluation. The evaluation form, together with all related documents must be placed in the teacher's personnel file at the District office. A copy of the written evaluation shall be given to the teacher.

J. Classroom Observation

Each evaluation must include at least one classroom observation.

K. Types of Evidence

In completing each evaluation, evaluators must gather three or more types of evidence related to the Board-adopted Performance Standards for Educators, such as:

1. classroom observation;
2. general observation;
3. educator self-evaluation
4. educator competency test;
5. documentation of professional activity; and

6. other types of evidence.

L. Teacher Response

The principal must advise the teacher that he/she may respond in writing to all or any part of the evaluation, and that the response (if any) must be attached to the evaluation.

M. Objectivity and Consistency

Principals should be objective and consistent in conducting evaluations under this policy.

N. Remediation of Deficiencies

Any teacher whose performance is determined to be inadequate or to need improvement must be given reasonable assistance to improve his/her performance excluding serious or irreparable offenses.

1. Identified Deficiencies

The teacher will be provided with a written document which clearly identifies his/her deficiencies.

2. Resources for Improvement

The teacher will also be provided with a written list of available resources for improvement and a recommended course of action which will improve the educator's performance. The written list of available resources might include the following:

- . District teacher leaders
- . department chairperson
- . specialists from the Office of Instructional Services
- . professional development classes
- . Teacher Assistance Team (TAT)

3. Responsibility for Improvement

The teacher is responsible for improving his/her performance, using the resources provided by the school District, and the demonstrating acceptable levels of improvement in the designated areas of deficiency.

O. Consulting Teacher

The principal shall assign to each provisional teacher a consulting teacher (mentor teacher) to assist the provisional teacher in becoming informed about teaching and the school system.

1. The consulting teacher must have at least three years' educational experience, perform substantially the same duties as the provisional teacher, and may not serve as an evaluator of the provisional teacher.
2. The already-functioning Granite School District Mentor Program shall be used to fulfill this requirement of the law. The terms "mentor teacher" and "consulting teacher" shall mean the same thing under this policy.
3. The role of the consulting teacher does not include giving information or advice concerning any teacher association.

P. Final Evaluation

The principal of a teacher whose performance has been determined inadequate or needing improvement shall complete all written evaluations and recommendations regarding that teacher as part of the second (February 15) evaluation.

1. This final evaluation shall contain only data previously considered and discussed with the individual teacher.
2. The school District is not prevented from performing supplementary evaluation for good cause after the issuance of this final evaluation.

Q. Evaluation Review

A teacher who is not satisfied with an evaluation has 30 days after receiving the written evaluation to file with the superintendent a written request for a review of the evaluation. If a review is requested, the District superintendent or his designee shall appoint a person, not an employee of the District, who has expertise in teacher or personnel evaluation to review and make recommendations to the superintendent regarding the teacher's evaluation. This review is advisory only and is not binding upon the school District. Nothing in this section prevents the teacher and the District superintendent or his designee from agreeing to another method of review.

R. Visits, Observations, Report Not Precluded

Nothing in this policy shall preclude a principal, immediate supervisor, or appointed evaluator from placing observations and reports in any teacher's personnel file and considering these materials in any evaluation. All teachers in the District are on notice that visits, observations, and work reviews may be made at any time after the beginning of the contract year.

S. Employment Status

The evaluations process for provisional and probationary teachers is conducted to improve teaching during the contract term in which the evaluation is completed. The results of the evaluation do not provide the provisional teacher with any expectation of continued employment beyond the end of the current contract term.