

Evaluation of Licensed Personnel

The procedures necessary to administer and implement the policy accompanying this regulation and the district's licensed personnel evaluation system are as follows:

Basic requirements

1. All licensed personnel, including full-time and part-time teachers, shall be evaluated by an administrator/supervisor who has a principal or administrator license issued by the Colorado Department of Education and/or such administrator's/supervisor's designee, who has received education and training in evaluation skills approved by the Colorado Department of Education that will enable the evaluator to make fair, professional and credible evaluations of the licensed personnel whom the evaluator is responsible for evaluating.
2. The standards for effective performance of licensed personnel and the criteria to be used in determining whether performance meets these standards shall be available in writing to all licensed personnel. Such standards and criteria shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
3. The system shall identify the various methods of evaluation, which shall include but not be limited to direct observations and a process of systematic data-gathering.

Information collection

The evaluator shall directly observe the licensed staff member and gather other data in accordance with the district's evaluation system and state law. No evaluation information shall be gathered by electronic devices without the consent of the licensed staff member. Peer, parent or student input may be obtained from standardized surveys as part of a teacher's evaluation. Each principal's evaluation shall include input from teachers employed at the school and may include input from the students enrolled at the school and their parents.

Frequency and duration

Probationary teachers shall receive at least two documented observations and one evaluation that results in a written evaluation report each academic year. Nonprobationary teachers shall receive at least one documented observation and one evaluation that results in a written report each academic year. Teachers shall receive the written evaluation report at least two weeks before the last class day of the school year.

Principals shall receive one evaluation that results in a written report each academic year.

Specialized service professionals shall receive one evaluation that results in a written report each academic year. For purposes of this regulation, the term "specialized service professionals" (SSPs) shall be as defined by applicable rules of the State Board of Education.

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

Minor adjustments and variations in the evaluation process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected in accordance with the district's evaluation system.

Informal evaluations and observations may be made whenever deemed appropriate by the district.

Documentation

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

1. An improvement plan which is specific as to what improvements, if any, are needed in the licensed staff member's performance and which clearly sets forth recommendations for improvements. If the person evaluated is a teacher or a principal, the plan shall include recommendations for additional education and training during the teacher's or principal's license renewal process.
2. Specific information about the strengths and weaknesses in the licensed staff member's performance.
3. Documentation identifying when a direct observation was made.
4. Identification of data sources.

The evaluation report will be discussed with the licensed staff member evaluated. Both the evaluator and the licensed staff member 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 staff member disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

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

Ineffective performance

A licensed staff member whose performance is deemed to be ineffective shall receive:

1. Written notice that his or her performance evaluation shows a rating of ineffective;
2. A copy of the documentation relied upon in measuring the staff member's performance; and
3. Identification of deficiencies.

Appeal

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

Appeal by a nonprobationary teacher

The Monte Vista School District Appeal Process adheres to the following principles:

1. The appeal process shall be fair and clearly communicated to teachers, evaluators, principals, and other appropriate stakeholders.
2. The appeal process shall be clearly connected to the district's educator evaluation process.
3. The appeal process shall be constructed to produce appeals decisions in a timely and decisive manner.

Basis for an Appeal

The basis for an appeal shall be limited to:

1. The evaluator did not follow evaluation procedures that adhere to the requirements of statutes and rules as adopted by the school district and that materially impacted the teacher's final performance rating.
2. The data used to determine the performance rating was incorrectly attributed to the teacher.

The Appellate Process

1. The appellate process applies to teachers who receive a second consecutive rating of ineffective or partially effective on a summative evaluation.
2. The appellate process shall be a determination of non-probationary status, not employment and/or termination.
3. The teacher shall have the burden of demonstrating that a rating of effectiveness is appropriate.
4. A non-probationary teacher appealing his or her rating of ineffectiveness may use evidence and artifacts of his or her performance to demonstrate effectiveness.
5. A teacher is permitted only one appeal which shall include all grounds for the appeal within a single written document. Any grounds not raised at the time the written appeal is filed shall be deemed inadmissible.

Timeline for the Appellate Process

1. Upon receiving written notice of a second consecutive ineffective or partially effective rating on a summative evaluation, the teacher will have 15 days to submit written notice of appeal describing all reasons for the appeal.
2. The appellate process must be completed by June 30 or within 45 calendar days of receiving the summative evaluation.
3. These time requirements may be waived by the mutual consent of the teacher and school district.

Review Panel and Process

The Colorado Department of Education has included in the State Model System a process to appeal a second consecutive Performance Evaluation Rating of ineffective or partially effective. The Monte Vista School District C-8 has adopted the State Model System and has agreed to use the appeal process that incorporates the use of a review panel which shall include the following components:

1. The review panel shall serve in an advisory capacity to the superintendent. The superintendent shall be the final decision-making authority in determining the teacher's final Performance Evaluation Rating.
2. The panel will be comprised of the members of the district 1338 Team and the superintendent. The review panel shall be comprised of members not directly involved in the evaluation process for the appealing teacher, employed at the appealing teacher's school, nor related to the appealing teacher.
3. All panelists shall be trained regarding the evaluation and appeal procedure.
4. The appealing teacher shall be given the opportunity to address and provide evidence to the review panel in person or in writing. The panel shall review any written information provided by the appealing teacher prior to rendering a panel recommendation.
5. The review panel may invite the teacher or teacher's principal to present in person or in writing where clarification is necessary; however, the teacher and principal shall have the right of refusal without prejudice.
6. The superintendent shall be the final decision-making authority in determining a teacher's final Performance Evaluation Rating and whether a non-probationary teacher shall lose his or her non-probationary status. The superintendent shall provide a written rationale for his or her final determination.

If the superintendent determines that a rating of ineffective or partially effective was not accurate but there is not sufficient information to assign a rating of effective, the teacher shall receive a "no score" and shall not lose his or her non-probationary status.

However, if in the following academic school year that teacher receives a final Performance Evaluation Rating of ineffective or partially effective, this rating shall have the consequence of a second consecutive ineffective rating and the teacher shall be subject to loss of non-probationary status.

The appeal process shall be the final determination in regard to the final Performance Evaluation Rating and loss or retention of non-probationary status.

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Monte Vista School District No. C-8, Monte Vista, Colorado