



## **Provo City School District**

### **Policy Series 5000: Personnel**

**Policy No. 5240**

### **Evaluation of Certificated Employee Effectiveness**

The Board recognizes that the quality of public education can be improved and enhanced by systematic, fair, and competent annual evaluation of educators and through the remediation of those whose performance is inadequate. The purpose of the evaluation process is to improve student achievement by promoting professional growth and identifying and encouraging quality instruction. To this end, the Board shall develop a comprehensive District Educator Effectiveness Evaluation Plan. In compliance with Utah Code, the Board received input on plan development from a joint committee of parents, educators, and administrators.

In compliance with Utah State Board Rule, educator effectiveness shall be based on the Utah Effective Teaching Standards and the Utah Effective Leadership Standards. Teacher evaluations may be completed by: (1) the principal or assistant principal; (2) the employee's immediate supervisor (in specified cases); or (3) another person specified in the evaluation plan with direct knowledge of the employee's duties and performance. The Superintendent, or his/her designee, shall evaluate District Administrators, the Assistant Superintendent over Secondary Education shall evaluate Secondary Administrators, and the Assistant Superintendent over Elementary Education shall evaluate Elementary Administrators.

As per State Board rule, the Educator Effective Evaluation Plan shall include: (1) an evaluation orientation prior to beginning the evaluation process; (2) the use of valid, reliable, and systematic methods and tools; (3) a provision for the twice annual evaluation of Provisional and Probationary employees; (4) a provision for the annual evaluation of all Career employees; (5) the use of multiple lines of evidence; (6) both summative and formative assessment; (7) a reasonable number of observations to ensure reliability; and (8) a method of providing feedback to educators during and following the evaluation process.

Career educators shall receive a summative evaluation once every three years and formative evaluations the other two years of the three-year cycle. Provisional educators shall receive summative evaluations for the first three years of employment with the District. Probationary employees shall receive multiple formative and summative assessments as needed, during their probationary period.

Observations of educator effectiveness shall be done in a variety of locations and situations including, but not limited to, the classroom, professional development activities, collaboration time, leadership assignments, and/or parent conferences using both USOE evaluation protocol and other district adopted formative and summative observation tools.

Educator performance shall be measured using a four-point rubric which will rate educator effectiveness as (0) Not Effective (1) Emerging or Minimally Effective; (2) Effective; (3) Highly Effective.

Provisional and Probationary educators will be assigned mentors and be given training and resources to improve their teaching effectiveness.

Teachers shall be transitioned to the Educator Effectiveness Salary Schedule consistent with state implementation timelines of the statewide evaluation process. The teacher will not advance on the salary schedule if the overall evaluation is below the established acceptable standard of performance unless the employee is Provisional or in the first year of an assignment, including a new subject, grade level or school.

Prior to the 2014-15 school year, the administrator evaluation plan shall include a compensation system that is aligned with the annual evaluation plan.

If, through the evaluation process, an employee's performance is found to be unsatisfactory, the evaluator shall provide adequate support (mentoring, coaching, training, etc.) to help the employee meet expected standards of performance. Only after adequate support has been provided and the employee still fails to meet the required performance standard, the supervisor will follow "Policy No. 5280 – Disciplinary Action, Non-renewal and Termination" to provide appropriate remediation prior to termination.

Employees are allowed to provide a written response to the evaluation without an appeal within 10 work days of receipt of the evaluation.

Employees that believe their evaluation is not an accurate reflection of their work performance may appeal in writing to the Deputy Superintendent within 10 work days of receipt of the evaluation, and provide evidence to support their claim. The Deputy Superintendent will issue a written decision within 20 work days. Employees still not satisfied may appeal in writing to the Superintendent and provide evidence to support their claim. The superintendent or designee will respond within 20 work days. Superintendent decisions are final.

The District shall report to the State Board of Education the number and percent of teachers, administrators, and non-teaching educators in each of the ratings categories. The District shall protect the privacy of personal evaluation information.

Seasonal and temporary employees are not subject to this policy.

Legal References	Synopsis
53G-11-501	Definitions
53G-11-504	Evaluation of Employee Performance
53G-11-505	State Board of Education Rules - Reporting to Legislature
53G-11-501.5	Legislative Findings
53G-11-506	Establishment of Educator Evaluation Program - Joint
53G-11-507	Components of Educator Evaluation Program
53G-11-508	Summative Evaluation Timelines - Review of Summative Evaluations

53G-11-509 Mentor for Provisional Educator  
53G-11-510 State Board of Education to Describe a Framework for the  
Evaluation of Educators  
53G-11-511 Report of Performance Levels  
53G-11-518 State Board of Education to Make Rules on Performance  
Compensation

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