

## **Regulation: Evaluation of Licensed Personnel**

Mapleton Public Schools (the “District”) has adopted the following procedures to ensure the effective evaluation of licensed personnel as required by the District’s licensed personnel evaluation system (*See*, GCO: Evaluation of Licensed Personnel) and Colorado law.

Please note, in Mapleton, building principals are designated as school directors, and are referred as such in Mapleton’s policies and regulations. However, the term “school director” should be construed as synonymous with the term “principal” as defined by C.R.S. § 22-9-103(2.6).

### **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 video or audio recording 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 school director’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.

School directors shall receive at least one evaluation that results in a written report each academic year.

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 school director, the plan shall include recommendations for additional education and training during his or her 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 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.

The licensed staff member evaluated may appeal the application of the evaluation procedures by submitting a request for review to Human Resources to determine if the procedures were followed during the evaluation. Requests for review must be submitted within 30 days of the evaluation date.

### **Appeal by a Non-Probationary Teacher**

A non-probationary teacher may appeal his or her performance rating of ineffective pursuant to the appeal process prescribed in the applicable collective bargaining agreement.

*Adopted September 24, 2013, by the Board of Education for Mapleton Public Schools.*