

## Licensed Professional Evaluation Cycle

<u>Current Year in R-1</u>	<u>Minimum Frequency of Evaluation</u>
1 <sup>st</sup> year	One evaluation per semester for 1 <sup>st</sup> year. Two observations per semester.
2 <sup>nd</sup> year	One evaluation 1 <sup>st</sup> semester in year 2. Yearly observation form 2 <sup>nd</sup> semester if teacher meets all performance areas.
3 <sup>rd</sup> year	One evaluation 1 <sup>st</sup> semester in year 3. Yearly observation form 2 <sup>nd</sup> semester if teacher meets all performance areas.
4 <sup>th</sup> year	No evaluation needed in year 4
5 <sup>th</sup> year	One evaluation needed in year 5
6 <sup>th</sup> year	No evaluation needed in year 6
7 <sup>th</sup> year	One evaluation needed in year 7
8 <sup>th</sup> year	No evaluation needed in year 8
9 <sup>th</sup> year	No evaluation needed in year 9
10 <sup>th</sup> year	One evaluation needed in year 10
11 <sup>th</sup> year and above	One evaluation needed every 3 <sup>rd</sup> year

## **Evaluation Timeline**

### Licensed Professionals with Performance Concerns

Probationary and Non-Probationary  
(Temporary and Continuing Contracts)

- Observe probationary teachers by October 15<sup>th</sup>.
- Have a discussion with the teacher regarding concerns.
- Implement a Letter of Expectations.
  - 1) Performance expectations are stated in writing.
  - 2) The teacher is given a *reasonable time* to meet the expectations before a standard or performance area can be marked “does not meet” on the formal evaluation report.
    - ✓ For P-1 teachers **only**, if a Letter of Expectations is written after October 15<sup>th</sup>, the first semester evaluation is completed by January 30<sup>th</sup>.
    - ✓ P-1 teachers are usually given 30 to 60 calendar days to improve following a Letter of Expectations.
    - ✓ For P-2, P-3 and non-probationary teachers, the time period given to improve is normally six weeks.
- The formal evaluation process may be started at any time.
- First formal evaluation cycle – options:
  - 1) Teacher meets all Performance Standards and performance expectations.
  - 2) Continue formal evaluation process completing the required action plan for growth.
  - 3) If during the evaluation process the overall performance does not meet the performance standards, ask the following:
    - ✓ Was there a Letter of Expectations?
    - ✓ Was there a reasonable time to improve?

If the answer to both questions is yes, the standard(s) addressed in the Letter of Expectations may be marked as "Does Not Meet." Proceed to the remediation process.

- Write and implement a remediation plan, per article 16-11, page 33, of the negotiated agreement. For P-2 and P-3 teachers, the remediation plan must be in effect for at least one semester before a non-renewal can take place.
- Go through the formal evaluation process at the end of the timeline established for the remediation plan. If overall performance is unsatisfactory in one or more of the performance standards related to classroom teaching or if a teacher repeatedly demonstrates significant deficiencies in performance areas not related to classroom teaching, a teacher's overall evaluation may be considered unsatisfactory.

## Non-renewal Timeline

Colorado Revised Statute and the JCEA contract control the timeline and procedural requirements to non-renew a probationary teacher. The following is provided as a guide to assist you. Should you have questions call – 982-6544.

---

### Timeline:

- Mid September:

A **Letter of Expectation(s)** must be given to the teacher before the evaluation may be marked “Does Not Meet District Standards.”

- ✓ The Letter of Expectation(s) should be in place for a reasonable period of time. A “reasonable period of time” generally means about six weeks for P-2 and P-3 teachers. P-1 and T-1 teachers are usually given 30 to 60 calendar days to improve following a Letter of Expectation(s).
- ✓ For P-1 and T-1 teachers **only**, if a Letter of Expectation(s) is written after October 15<sup>th</sup>, the first semester evaluation is completed by January 30<sup>th</sup>.

A **Letter of Direction** is used to notify a teacher that conduct is unacceptable. Issues such as returning parent phone calls within 24 hours require an immediate and sustained change.

A **Letter of Reprimand** can also be the reason a “Does Not Meet District Standards” is marked on the evaluation.

- December/Early January:

The first semester evaluation is written with "Does Not Meet District Standards" marked and a conference is held. Two observations are required.

- January 15th or before:

For P-1 teachers - The **Remediation Plan** is jointly developed and finalized.

For P-2 and P-3 teachers, the remediation plan must be in effect for at least one semester before a non-renewal can take place.

- Before April 20th :

The 2nd semester evaluation is written. Two observations are required.

- On or before May 1st:

The Principal's recommendation(s) for non-renewal must be received by the Employee Relations Office.

Every recommendation for non-renewal must include a copy of each of the following:

Letter of Expectation(s),  
1st semester evaluation,  
Remediation Plan,  
2nd semester evaluation.

- May Board of Education Meeting:

The Board of Education will take action on non-renewals.

- June 1st or before:

The Employee Relations Department will mail official notice of Board action to the non-renewed teacher.

# Procedures for Completing a Teacher Evaluation

**Standard Summative Evaluation** is mandated by the Colorado State Legislature, is regulated by the Colorado Department of Education, and has been adopted into policy by the Jefferson County School Board. The law and/or policy mandates the following:

1. The identification of satisfactory performance and unsatisfactory performance standards.
2. An improvement plan component for all teachers (Action Plan for Growth).
3. The use of a remediation plan if the a teacher is deemed unsatisfactory in performance (see Remediation Plan section for details).

There are six important components to be considered in completing a teacher evaluation:

- **Observations**
- **Conferences**
- **Written Licensed Evaluation Summary**
- **Action Plan for Growth**
- **Letter of Expectation** (*Used when the evaluator has concerns regarding a teacher's performance*)
- **Formative Assistance**

## OBSERVATIONS

- There must be at least two observations totaling a minimum of 50 minutes in order to write an evaluation summary.
- All observations must be conducted with full knowledge of the teacher.

### Probationary Licensed Staff

1. Must receive a minimum of one written evaluation summary each semester during first year in Jefferson County.
2. Must receive one written evaluation summary each semester during years two and three in Jefferson County if teacher has less than five years total teaching experience.
3. Must receive one written evaluation summary each year during years two and three in Jefferson County if teacher has five or more years total teaching experience.
4. The first observation must be within 45 working days of the beginning of the teaching assignment.

### Non-Probationary Licensed Staff

1. Must receive an evaluation summary at least once every two years during years four through seven in Jefferson County.

2. Must receive an evaluation summary at least once every three years after completing seven years in Jefferson County.
3. The first observation must be at least 30 working days prior to the end of the teaching assignment.

## **CONFERENCES**

1. A pre-observation conference, prior to the initial observation, shall be held at the request of either the teacher or evaluator.
2. A post-observation conference, following a firsthand observation, shall be held at the request of either the teacher or evaluator.
3. All conferences regarding written evaluation summaries shall be held prior to the last week of the semester unless the parties mutually agree to an extension.
4. The teacher will be given a copy of the written evaluation summary at least one day before the conference to discuss the summary.

## **FORMATIVE ASSISTANCE**

The Jefferson County School District utilizes Formative Assistance as part of the Standard Summative Evaluation process.

**Formative Assistance** is diagnostic in nature and helps to identify aspects of teacher development. This process can help with implementing an innovative or new approach to instruction. It can also serve to provide suggestions and tools for corrective actions. The process is developmental and may include, but is not limited to, peer coaching, mentoring, and self-assessment. If a mentor teacher or peer coach is utilized, no data provided by or solicited from a mentor teacher or peer coach will be used in a teacher's evaluation. (See Article 16-9 of the Master Agreement with JCEA.)

## **EVALUATION SUMMARY**

1. The summary must be in writing
2. Each summary submitted to Human Resources to be placed in a teacher's personnel file must be signed by the teacher and the evaluator. If the evaluator is an assistant principal, the principal must also sign the evaluation summary.
3. The area administrator (or supervisor of the evaluator) must also sign the evaluation summary to signify it has been reviewed.
4. The evaluation summary shall be sent to Human Resources to be placed in the teacher's personnel file after all required signatures have been obtained. A copy of the evaluation summary shall be placed in the teacher's school file and a copy given to the teacher.
5. Documentation for the evaluation summary shall be collected by the use of firsthand observations and other appropriate means.

6. The evaluation summary shall include an Action Plan for Growth specific as to what improvements in performance are needed or professional growth that is recommended.
7. The evaluation summary shall be specific as to the teacher's strengths and areas of concern as they relate to the District's performance standards.
8. The evaluation summary will identify when direct observations were made.
9. The evaluation summary will identify data sources.
10. The evaluation summary will be discussed at a conference between the evaluator and the teacher before the evaluation summary is submitted to Human Resources for inclusion in the teacher's personnel file.

### **ACTION PLAN FOR GROWTH**

1. According to state statute, all teachers must have an Action Plan for Growth.
2. At the end of each evaluation summary, the evaluator will include recommendations for improvement that encourages the professional growth of the teacher.
3. The Action Plan for Growth will focus on one or more of the Performance Areas:
  - Professional Preparation and Growth
  - Professional Techniques
  - Human Resources
  - Professional Conduct

### **LETTER OF EXPECTATION**

At any time in the evaluation process, if the evaluator has concerns regarding a teacher's performance, the evaluator can implement a ***Letter of Expectation***. In the Letter of Expectation the performance expectations are to be stated in writing for the teacher (whether T, P or NP). The teacher is given a *reasonable* time to meet the expectations before any standard or area can be marked "does not meet" on the formal evaluation summary form. If an Action Plan for Growth or Letter of Expectation has been in effect for a *reasonable* time and the teacher has failed to meet the performance standards, a "does not meet" can be marked during the formal evaluation process. Please see the ***Remediation Section*** of the Evaluation Manual for scenarios that provide clarification and options related to the Letter of Expectation in the evaluation process.