

STAFF EVALUATION

The Board of Education believes that the regular, rigorous and meaningful evaluation of staff is necessary to improve the achievement of students and the efficiency of district operations. To this end, the Superintendent of Schools shall be responsible for ensuring that all district employees are evaluated appropriately and receive additional staff training, if identified by the school district as necessary, to improve their skills.

Administrators

All administrators in the school district shall be evaluated by the Superintendent, in accordance with the applicable collective bargaining agreement.

Instructional Program Certified Employees

All instructional program certified employees [teachers, attendance teachers, counselors, dental hygiene teachers, nurse-teachers, school psychologists and social workers] shall be evaluated annually in accordance with applicable collective bargaining agreements and the district's Professional Performance Review Plan, in keeping with CR §100.2(o)(2).

The plan shall include criteria for evaluating teachers and other professional employees, assessment methods, plans to improve unsatisfactory teacher performance, and training for evaluators.

The Superintendent shall collaborate with teachers, pupil personnel professionals, administrators and parents in developing the plan. The Superintendent shall be responsible for selecting those individuals with whom he or she will collaborate in the development of the plan, and is encouraged to consider inviting representatives of the faculty association, administrative council and the PTOs, to be among those selected for such collaboration. The Superintendent of Schools shall schedule and invite such individuals to a meeting focused on this topic at least once each school year.

The Superintendent of Schools shall recommend a proposed Professional Performance Review Plan, with any recommended updates and revisions to the existing plan, to the Board at its reorganizational meeting each July. At that meeting, the Board may approve the plan as proposed, or may request that the Superintendent reconsider or reexamine certain aspects of the plan, in which case, the Superintendent will resubmit the plan at the Board's next monthly meeting.

The Superintendent of Schools will provide members of parent organizations and the president of the teachers' union the opportunity to comment on the preliminary draft proposed annual update to the CR §100.2(o)(2) plan, prior to its adoption by the Board, at any meeting at which time a preliminary draft plan is considered. The approved plan for each school year will be available in the district offices by September 10 annually.

Each year, the Superintendent shall provide a report to the State Education Department on information related to the district's efforts to address the performance of teachers rated unsatisfactory. Content of the plan is to include:

- 1. Criteria for evaluation of teachers providing instructional services.**

The professional performance review plan shall describe the criteria that the school

district or BOCES shall use to evaluate its teachers providing instructional services, which shall include but not be limited to an evaluation of the following:

- A. **Content knowledge:** the teacher shall demonstrate a thorough knowledge of the subject matter area and curriculum;
 - B. **Preparation:** the teacher shall demonstrate appropriate preparation employing the necessary pedagogical practices to support instruction;
 - C. **Instructional delivery:** the teacher shall demonstrate that the delivery of instruction results in active student involvement, appropriate teacher/student interaction and meaningful lesson plans resulting in student learning;
 - D. **Classroom management:** the teachers shall demonstrate classroom management skills supportive of diverse student learning needs which create an environment conducive to student learning;
 - E. **Student development:** the teacher shall demonstrate knowledge of student development, an understanding and appreciation of diversity and the regular application of developmentally appropriate instructional strategies for the benefit of all students;
 - F. **Student assessment:** the teacher shall demonstrate that he or she implements assessment techniques based on appropriate learning standards designed to measure students' progress in learning and that he or she successfully utilizes analysis of available student performance data (for example: State test results, student work, school-developed assessments, teacher-developed assessments, etc.); and other relevant information (for example: documented health or nutrition needs, or other student characteristics affecting learning) when providing instruction;
 - G. **Collaboration:** the teacher shall demonstrate that he or she develops effective collaborative relationships with students, parents or caregiver, as needed, and appropriate support personnel to meet the learning needs of students; and
 - H. **Reflective and responsive practice:** the teacher shall demonstrate that practice is reviewed; effectively assessed and appropriate adjustments are made on a continuing basis.
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2. **Criteria for the evaluation of teachers providing pupil personnel services.** The plan shall describe the criteria that the school district or BOCES shall use to evaluate teachers providing pupil personnel services, as defined in section 80.1(w) of this Title.
 3. **Assessment approaches.** The plan shall describe the methods that the school district or BOCES shall employ to assess teachers' performance, which may include but is not limited to the following: classroom observation, videotape assessment, self review, peer review and portfolio review. For teachers possessing a transitional or initial certificate, the plan shall require the teacher to be evaluated based on portfolio review, which may include but is not limited to: a video of teaching performance, a sample lesson plan, a sample of student work, student assessment instruments and the teacher's reflection on his or her classroom performance.
 4. **Teacher improvement.** The plan shall describe how the school district or BOCES addresses the performance of teachers whose performance is evaluated as unsatisfactory, and shall require the development of a teacher improvement plan for teachers so evaluated, which shall be developed by the district or BOCES in consultation with such teacher.
 5. **Training in performance evaluation.** The plan shall describe how the school district or BOCES provides training in good practice for the conducting of performance evaluations to staff who perform such evaluations, or alternatively, shall state the fact that the school district or BOCES permits such personnel to participate in training in this subject offered by the department.

Support Staff

Support staff (those staff not required to be evaluated under the Professional Performance Review Plan) shall be evaluated in accordance with any applicable collective bargaining agreement. The Superintendent shall ensure that all required evaluations take place.

Supervisor Training

The Superintendent shall ensure that all staff required to evaluate other staff are provided sufficient training in assessment and evaluation.

Cross-ref: 9700, Staff Development

Ref: 8 NYCRR § 100.2(o)(2) (Professional Performance Review Plans)

Adoption date: September 8, 2009