

Lake County School District 7

Code: GCN
Adopted: 8/12/02
Readopted: 3/28/11
Orig. Code(s): GCN

Teaching Staff Evaluation*

It is the policy of the Board to provide for the evaluation of all probationary and contract teachers in compliance with Oregon Revised Statutes, rules and regulations and applicable provisions of the employee's collective bargaining agreement.

Evaluation Program Procedures

The district's evaluation program will be conducted in accordance with the following requirements:

1. The evaluation process shall be ongoing;
2. The purpose of the teacher evaluation is to do the following:
 - a. Aid the teacher in making continuing professional growth;
 - b. Determine the teacher's performance of the teaching responsibilities.
3. The evaluation of the teacher shall be based on Board-adopted performance standards, Board-approved job descriptions and performance goals established by the teacher and/or supervisor;
4. The job description should include as a minimum: the qualifications, responsibilities, goals, authority and lines of communication among staff members; and be in sufficient detail to provide a basis for the evaluation of the teacher;
5. Probationary teachers shall have at least annually, with multiple observations, an evaluation of performance. Evaluations shall be based upon at least two observations. Contract teachers shall have at least a biennial evaluation of performance;
6. The evaluation process shall include a pre-evaluation interview which establishes performance goals for the teacher based on the prescribed job description and standards;
7. The evaluation shall be based on written criteria which includes the performance goals;
8. A post-evaluation interview will be held, with the results of the evaluation discussed with the teacher;
9. A written program of assistance for improvement, if needed, will be established during the post-evaluation interview. Teachers will be notified in writing that they are on a program of assistance for improvement;

10. The evaluation shall be signed by the school official who supervises the teacher and by the teacher. A copy shall be delivered to the teacher;
11. The evaluation report shall be placed in the teacher's personnel file only after reasonable notice to the teacher. The evaluation reports will be maintained in the personnel files of the district;
12. Voluntary peer assistance will be utilized whenever practical and reasonable to aid the teachers;
13. Any change in Oregon Revised Statutes, rules and/or regulations affecting teacher evaluation shall supersede these procedural regulations and administrative rules.

Evaluation Timeline

1. Prior to the first day of classes, the supervisor shall provide licensed employees with a packet which includes, but is not limited to, the following evaluation materials:
 - a. Policy;
 - b. Administrative regulations;
 - c. Administrative rules;
 - d. Job description;
 - e. Performance standards;
 - f. Performance goals form.
2. By October 1, teachers will have completed the performance goals forms and delivered them to their supervisor;
3. By November 1, the supervisor and teacher will have met in a pre-evaluation conference to establish and discuss the performance goals identified by the teacher and/or supervisor;
4. By December 1, the supervisor will have made multiple observations and at least one evaluation of each first-year probationary teacher without any previous teaching experience;
5. By February 1, the supervisor will have made further observations and at least a second evaluation of each first-year probationary teacher without any previous teaching experience;
6. By March 1, the supervisor will have made multiple observations and one evaluation of all other probationary teachers;
7. By March 15, the supervisor will have completed the one written evaluation form for each probationary teacher;
8. By March 15 of each school year, the supervisor will have made at least one observation of each contract teacher;
9. Every second year, the supervisor will have made at least one evaluation of each contract teacher;

10. At least once every second year the supervisor will complete the one written evaluation form for each contract teacher;
11. The supervisor may exceed the minimum requirements of evaluation when further assistance is necessary or desirable;
12. In each written program of assistance for improvement, the supervisor will include at least the following categories of information:
 - a. Specific deficiency(ies);
 - b. Directive of corrective steps to be taken by teacher;
 - c. Provide assistance to teacher;
 - d. Establish assessment techniques the district will use;
 - e. Set length of time for improvement;
 - f. Statement of consequences for the teacher;
 - g. Make-up of evaluation team, if more than the supervisor;
 - h. Signature and date by employee and team evaluation members.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)