

Evaluation of Certified Staff

The district subscribes to ORS 342.850 Teacher Evaluation. Implementation directions will be found in the Evaluation Handbook For The Improvement of Instruction.

DEFINITION

Evaluation is a process whereby a judgment is made of a person's performance against expected or established general performance standards and individual goals. The primary purpose of evaluation is instructional improvement.

For the purpose of identifying standards for educators of the school district, the statutory based "Standards for Competent and Ethical Performance of Oregon Educators" shall be used in the school district as those standards apply to a particular position.

Probationary teachers are those who are newly hired by the district for three years. A teacher who is hired by the school district that has satisfied a three-year probationary period in another Oregon school will also serve a three-year probationary period.

Contract teachers are those who have successfully completed their probationary period with the Milton-Freewater Unified School District.

Professional Growth Option is a two-year evaluation option available for contract teachers. The decision to participate in the Professional Growth Plan must be mutually agreed upon by the contract teacher and administration.

PROCEDURE

Evaluation of certified staff will be in accordance with ORS 342.850. The district superintendent will cause to have made an annual evaluation of performance for each teacher or bi-annually for teachers participating in the Professional Growth Option. Job descriptions and performance goals will be established as a basis for the evaluation.

Probationary teachers will have a minimum of two (2) observations each year. Contract teachers will have a minimum of one (1) observation each year, unless they are participating in the Professional Growth Option. Contract teachers participating in the Professional Growth Option will have a minimum of one (1) observation during a two (2) year cycle. Each formal observation will include a pre-observation conference, observation, and post-observation conference. A teacher may ask for an additional observation by an administrator from within the district to be appointed by the Superintendent of Schools.

The building principal shall be responsible for the evaluation of the certified staff and will use the developed district forms for observations and evaluations and discuss the results with the teacher. The principal may delegate responsibility to other properly certificated administrators. The teacher may attach a comment to this form if there is any concern about the evaluation.

Evaluations will be based on "Standards for Competent and Ethical Performance of Oregon Educators", and classroom observation(s) made with no less than full period observations. Evaluations will include a pre-evaluation conference, which includes performance goals based on job descriptions, and a post evaluation conference will be conducted to go over the results with the teacher. A written program of assistance for improvement is established if needed to remedy any deficiency specified in ORS 342.865.

PROBATION AND CONTRACT STATUS

In accordance with state law, teachers will be granted contract status upon re-employment after successfully completing their probationary period.

The Board will expect thorough and competent evaluations of all personnel before they become candidates for contract status. This requires critical evaluation at three stages:

1. During the first year when emphasis is on self-evaluation that will help the teacher decide whether he/she commands the necessary skills to continue in the profession.
2. During the second year when emphasis is on whether the first year's success can be sustained and developed.
3. During the third year when it must be determined whether the teacher will become a permanent asset to the staff and given contract status.

If evaluations are regular and thorough, and discussed carefully with teachers, teachers will be aware of the administrative recommendation to the Board of Directors regarding renewal or extension. The Board of Directors has the authority to non-renew or non-extend, and will direct that due notice of non-renewal or non-extension of contracts be served in accordance with state law (ORS 342.835; ORS 342.895)

The contract of employment of a teacher for a school year is deemed automatically renewed or extended for the ensuing school year, unless, on or before March 15th, the Board, a member thereof acting on behalf of the Board, or the superintendent of the school district gives notice to the teacher of the non-renewal or non-extension of his/her contract.

Probationary and contract teachers will indicate acceptance of the contract for the ensuing year by signing and returning the contract or by an acceptance in writing within 15 days after receipt of the contract.

Notice of non-renewal or non-extension of a contract will be by delivering it personally to the teacher or by sending it by registered or certified mail bearing postmark of on or before March 15th, directed to the teacher at his/her place of residence as recorded in the school district records. The notice will include a statement of reasons for non-renewal or non-extension of the teacher.