

## Evaluation - Licensed Staff

Teachers shall be evaluated for the purpose of determining their professional performances and growth in accordance with the following procedures:

1. Job Description and Performance Standards

Teachers' responsibilities and the standards of performance for carrying out these responsibilities are specified in job descriptions maintained by the district. Evaluations shall be based on these responsibilities, the related standards of performance, the teacher job description the district framework for teaching and any additional specific assignments pertaining to a particular teaching position which have been provided to the teacher in writing by his/her administrator at the beginning of the school year.

2. Evaluation Interviews

Probationary teachers shall be evaluated at least once annually. The annual process shall include written goals and goal-setting interview, a minimum of two classroom observations and two postobservation interviews, a professional portfolio, a written evaluation and evaluation interview. A written program of assistance for improvement may be established as a result of the evaluation interview, if needed.

Contract teachers shall be evaluated at least biennially. Contract teachers will be evaluated on the district Contract Teacher Evaluation process or on the Action Research Evaluation process. The contract teacher and the administrator will determine at the beginning of the evaluation cycle which evaluation process will be used:

- a. Contract Teacher Evaluation Process: Contract teacher evaluations will include written goals and goal-setting interview, a minimum of one classroom observation and postobservation interview, a professional portfolio, a written evaluation and evaluation interview;
- b. Contract Teacher Action Research Evaluation Process: Contract teacher action research evaluations will include an action research project which will include written goals and objectives, an action research portfolio and written report of findings, an oral presentation and written evaluation and evaluation interview. A performance review interview will be held in any year in which a contract teacher does not receive a written evaluation.

### 3. Evaluation Forms

The district has developed evaluation forms for probationary and contract teachers. The evaluation form shall be signed by the teacher and the administrator who supervises and evaluates the teacher. The teacher may add a written statement to the copy of the evaluation which is placed in the district's personnel file. Additional forms shall be provided to record goals, observations, evaluations and for the preparation of written programs of assistance for improvement.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)