

Supervision and Evaluation of Licensed Staff

The evaluation procedure for licensed staff is as follows:

1. Probationary teachers will be evaluated at least once each school year (ORS 342.850(1)).
2. Contract teachers will be evaluated periodically. In a year when no evaluation is performed, contract teachers may still receive observational data.
3. A pre-evaluation meeting will be scheduled at least once each school year for all teachers. The pre-evaluation meeting may occur in more than one meeting. The pre-evaluation meeting will include discussion of the teacher's job description, district performance standards and may include the establishment of individual performance goals. The district's evaluation procedure will also be reviewed.
4. All teacher evaluations will be based on at least two observations and other relevant information developed by the district. (ORS 342.850(1)).
5. Teacher performance may be "observed" in the following, nonexclusive, ways:
 - a. formal classroom observations, which include a pre-conference meeting, an observation, and a post-conference meeting;
 - b. Informal or drop-in classroom observations which may have either a post-conference meeting or written summary;
 - c. Observations of the performance of the teacher in any other area of job responsibility;
 - d. Meeting(s) with a teacher for the purpose of discussing past, present or future classroom assignments, related activities, or performance.
6. All evaluations will be in writing on forms provided by the district. Teachers will receive a copy of their written evaluations. An evaluation interview will be scheduled with the teacher to discuss the results of formal and informal observations.
7. A written program of assistance for improvement (plan of assistance) may be established, if one is needed to remedy any deficiency specified in ORS 342.865 (1)(a) (inefficiency), (d) (neglect of duty, including duties specified by written rule), (g) (inadequate performance), or (h) (failure to comply with such reasonable requirements as the School Board may prescribe to show normal improvement and evidence of professional training and growth). A program of assistance for improvement (plan of assistance) shall be implemented if the School Board does not extend a contract teacher's contract by March 15 of the first year of the contract.

8. A program of assistance for improvement (plan of assistance) is a written plan that with reasonable specificity:
 - a. Helps teachers adapt and improve to meet changing demands of the Oregon Educational Act for the 21st Century in ORS Chapter 329, if applicable;
 - b. Identifies specific deficiencies in the teacher's conduct or performance;
 - c. Sets forth corrective steps the teacher may pursue to overcome or correct the deficiencies;
 - d. Establishes the assessment techniques by which the District will measure and determine whether the teacher has sufficiently corrected the deficiencies to meet District standards.
9. A program of assistance for improvement (plan of assistance) will utilize peer assistance whenever practicable and reasonable in order to aid teachers to better meet the needs of students. Peer assistance shall be voluntary and subject to any applicable terms of the collective bargaining agreement. Not witness or document related to the peer assistance or the record of peer assistance shall be admissible in any proceeding before the Fair Dismissal Appeals Board, or in any probationary teacher nonrenewal hearing before a School Board under ORS 342.835, without the mutual consent of the district and the teacher provided with peer assistance.
10. A program of assistance for improvement (plan of assistance) is a form of intensive evaluation. Any evaluation requirement set forth above is satisfied by the implementation of a program of assistance for improvement (plan of assistance).
11. Probationary teacher nonrenewal dismissal rights are set forth in ORS 342.513 and 342.835. Contract teacher dismissal and contract nonextension rights are set forth in ORS 342.805 et seq.
12. If the district determines that continuation of a teacher's performance deficiency or problem could result in a dismissal, nonrenewal, or contract nonextension recommendation, notice of such concern will be given to the teacher in a timely manner.
13. Evaluation of teacher performance is an ongoing process. The district's administration will provide the staff with notice of observational and evaluative timelines, as well as other pertinent information at the beginning of each school year.