

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

TEACHER  
APPRAISALS

All classroom teachers will be appraised with either the Professional Development and Appraisal System (PDAS) or the Alternate Teacher Appraisal Record (ATAR). All requirements indicated by the PDAS will be followed unless otherwise specified by this local policy. Appraisal records and other documentation developed as part of the Professional Development and Appraisal System (PDAS) or the Alternate Teacher Appraisal Record (ATAR) may be used for staff development purposes and for employment decisions.

FREQUENCY OF  
OBSERVATIONS  
UNDER PDAS

Minimum requirements for appraisals under PDAS shall be as follows:

1. A minimum of four observations, two observations by each of two appraisers shall be required for:
  - a. First-year (beginning) teachers.
  - b. Teachers on a fourth-year probationary contract.
  - c. Teachers returned to a probationary contract from a continuing contract.
  - d. Teachers whose score in any domain is “unsatisfactory” in the most recent PDAS appraisal.
2. A minimum of two observations, by either one appraiser or two appraisers, shall be required for:
  - a. Teachers new to the District who are not first-year teachers.
  - b. Teachers whose score is “below expectations” in two or more domains on the most recent PDAS appraisal.
3. A minimum of one observation by one appraiser shall be required for all other teachers except those who are appraised with the ATAR in accordance with District policy. Any teacher who qualifies for one observation by one appraiser shall be scheduled for two observations if either:
  - a. The teacher submits a written request for a second observation to the teacher’s appraiser; or
  - b. The teacher’s appraiser provides written notification to the teacher that a second observation will be scheduled.

Such written request or notification may be presented at any time during the school year, but no later than ten working days following receipt of the written report from the initial observation.

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4. A teacher hired after November 1 shall be appraised as follows:
  - a. Two observations for first year (beginning) teachers.
  - b. One observation for teachers new to the District who are not first year teachers.

CHOICE OF  
OBSERVERS

When two observations by two appraisers are planned, either the teacher, the appraiser, or the principal may request that the same appraiser conduct the second observation. This request is subject to final approval by the campus principal.

AVERAGING DOMAIN  
SCORES

When more than one observation is required/requested, the scores will be averaged by domain.

FORMATIVE  
OBSERVATIONS

When a total of four observations, two observations by each of two appraisers, is required, the first observation by each appraiser shall be conducted in the first observation cycle and shall be formative. The second observation by each appraiser shall be conducted in the second observation cycle and shall be used in calculating the domain scores.

THREE-YEAR CYCLE

Teachers observed using the PDAS who are on a continuing or two-year term contract and who agree in writing may be placed on a three-year cycle if their ratings on the most recent PDAS evaluation meet all the following criteria:

1. No domain score less than "proficient";
2. Four out of eight domain scores are "exceeds expectations";
3. At least two of the first four domain scores are "exceeds expectations"; and
4. No area of deficiency is addressed on the PDAS.

An Alternate Teacher Appraisal Record (ATAR) shall be completed on those teachers who have qualified under local District policy for the three-year cycle on the years when they are not being observed using PDAS. An ATAR may be used for a maximum of two years only, followed by PDAS the third year.

Domain ratings on the ATAR that indicate "required improvement" in any domain will activate an appraisal with the PDAS the following year with a minimum of one observation. At any time, either the teacher or the principal may decide that a full PDAS appraisal be conducted by providing written notice to the other party a minimum of two weeks prior to the date the observation would need to be scheduled.

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APPRAISAL  
CALENDAR

The first observation cycle ends on the last instructional day before winter vacation; the second observation cycle ends on the last instructional day of the school year. The third observation cycle (for single observation) ends on the last instructional day of the school year.

No formal observations may be conducted during the first three weeks of school or on the day before any official school holiday. Formal observations for the second observation cycle must be conducted after the first observation cycle ends. Except for extenuating circumstances, all formal observations for the first observation cycle shall be completed by two days prior to winter break, and all formal observations for the second observation cycle shall be completed in time for a written summative annual appraisal report to be given to the teacher no later than five working days before the summative conference. The summative conference shall be held at least 15 days prior to the last instructional day.

Additional observations, formal or informal, may occur during either observation cycle.

APPRAISERS

All administrative and supervisory personnel who are certified by the state as appraisers may function in that role. The specific appraisers assigned to each teacher shall be designated at the campus level.

District-level supervisory and administrative personnel shall be expected to provide reports to principals as appropriate for incorporation into the appraisal process as cumulative data. A District-level supervisor or administrator may be assigned as a second appraiser only with the approval of the deputy superintendent for instruction.

FORMAL  
OBSERVATIONS

A schedule of required observations for the following week shall be posted by Thursday. The posting shall include teachers, appraisers, the day and time/class period of the scheduled observation. Formal observations beyond those required under state and local guidelines may be scheduled or unscheduled at the discretion of the appraiser. A different day and/or time/class period for an observation may be scheduled by mutual consent of the teacher and appraiser after the weekly notice has been posted.

SECOND  
OBSERVATION  
REQUESTED

A teacher may request a second appraisal by another appraiser:

1. After receiving a written observation with which the teacher disagrees; and/or
2. After receiving a written annual summative report with which the teacher disagrees.

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The teacher shall submit a written request for a second appraisal to the teacher's appraiser and to the principal within ten working days of receiving a written observation summary or a written annual summative report. If the employee seeks to grieve under DGBA(LOCAL) or at the discretion of the appraiser, this time period may be extended to 15 working days.

Upon receipt of the request for a second observation, the principal shall respond to the request within five working days and provide the name of the second appraiser. The principal shall also obtain a signed waiver of observation/conferencing timelines from the teacher, if necessary.

Generally, the administrator shall select an administrator on the teacher's campus who is not scheduled to appraise the teacher within that appraisal calendar year. The administrator has the discretion to request an off-campus administrator to act as a second appraiser.

The request for an off-campus appraiser is submitted by the principal to the deputy superintendent for instruction who shall then select a trained district appraiser. A list of current trained appraisers shall be maintained and updated annually by the deputy superintendent for administration.

INFORMAL  
OBSERVATIONS

Informal observations may be scheduled or unscheduled. Information obtained through informal observations that is utilized as cumulative data in the appraisal process must be documented as required under state guidelines.

TIME WAIVERS

In case of teaching assignments that are not considered appropriate for formal observations of 45 consecutive minutes, required observations may be conducted in shorter time intervals when the requirement of consecutive minutes is waived by mutual agreement between the teacher and the appraiser. Under such waivers, observations may be conducted in intervals of no less than 15 minutes for a cumulative total of 45 minutes. Waivers must be determined before the first observation of a teacher in an appraisal period and shall be documented by a written agreement filed with the appraiser.

WAVE OFF

Each teacher shall have the option to "wave off" each observer one time per year. The observer may elect to "wave off" the observation any time the classroom activities/conditions do not lend themselves to a productive observation.

CONFERENCES

Pre-observation conferences are optional and may be requested by either the teacher or the appraiser.

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Post-observation conferences shall be conducted within ten working days after the completion of an observation. The observation summary for Domains I through V shall be presented to the teacher at the post-observation conference.

Prior to the summative conference each appraiser shall independently score Domains VI through VIII.

A written annual summative report shall be shared with the teacher no later than five working days before the summative conference and the summative conference shall be held no later than 15 working days before the last day of instruction for students.

TEACHER SELF-  
REPORT

In accordance with state guidelines, the teacher self-report shall be completed annually by all teachers.

EMPLOYMENT  
DECISIONS

When relevant to the decision, written evaluations of a full-time, certified professional employee's performance, as documented to date, and any other information the administration determines to be appropriate shall be considered in decisions affecting contract status.

For teachers, evaluative information shall include at least the PDAS to date and any additional applicable documentation.

EXCEPTION

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term.

GRIEVANCES

Teachers may present grievances concerning the evaluation process in accordance with the District's grievance policy. [See DGBA]