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 Effective: 10/30/73
 Revision: 8/2/11

Statement of . . .
POLICY

SUBJECT: Evaluation for Licensed Personnel

I. Board Policy

The Board is committed to an on-going evaluation program for licensed personnel which complies with Jordan School District policy and state law. (See Utah Code [§53A-10-101/§53A-10-111](#).) The Board delegates to the District Administration responsibility for assuring that the evaluation program is reasonable and fair and based upon an evaluation instrument which is valid and reliable.

It is the policy of the Board to require all licensed personnel to participate in the evaluation program for the following purposes:

- A. To promote the professional growth and development of educators.
- B. To recognize and encourage the use of effective teaching behaviors which contribute to student progress.
- C. To identify teachers according to their abilities.
- D. To provide a basis for decisions affecting employment.

II. Definitions

- A. "Working days" means the days the educator being evaluated is under contract to work.
- B. "Career educator" means a licensed employee entitled to rely upon continued employment under the policies of the District.
- C. "Provisional educator" means any educator employed by the District who has not achieved status as a career educator.
- D. "Retired provisional educator" means any educator who has retired from the profession and is returning to a licensed position. The employee's status is provisional for one year.
- E. "Probationary educator" means any educator employed by the District who has been advised that his or her performance is inadequate.
- F. "Temporary employee" means an individual who is employed by the District on a temporary basis. Temporary employees include but are not necessarily limited to the following: substitute teachers, employees hired under contracts for one (1) year only or for less than one (1) year; employees whose positions are funded by grants and/or yearly allocated state or federal monies; and employees whose positions are authorized for no more than twelve (12) months. A temporary employee also includes anyone who possesses a competency-based license as recommended by the local Board of Education.
- G. "JPAS evaluation" means two unscheduled observations and an interview completed using the JPAS instrument.
- H. A "summative evaluation" is an evaluation designed to present conclusions about the merit of a person's performance. Employment decisions are made based on summative evaluations. JPAS is the summative evaluation tool.
- I. A "formative evaluation" is an evaluation conducted while a creative process is underway, designed and used to promote growth and improvement in a person's performance.
- J. "Other lines of evidence" used for evaluation may include documented concerns or positive

written communications from parents, students or colleagues, documented deficiencies in work habits, and/or awards and recognitions for outstanding teaching performance.

- K. A "mentor" is an educator assigned by the immediate supervisor to assist a provisional educator to become effective and competent in the teaching profession and school system.
- L. A "consulting educator" is an educator who has completed special training in coaching and assisting teachers in improving teaching skills and effectiveness. Consulting educators are assigned to educators by the Curriculum Department.

III. **Administration Policy**

The evaluation program for licensed personnel shall be administered according to the following guidelines:

Guidelines

- A. The Jordan Performance Appraisal System (JPAS) is the District's tool for evaluating an educator's performance. JPAS is not used for formative evaluations.
- B. The Licensed Interim Evaluation is the District's tool for conducting interim evaluations of career educators.
- C. Each licensed employee shall be evaluated by his/her principal, principal's designee or immediate supervisor.
- D. The principal and/or other licensed JPAS evaluator shall review the purposes and procedures of the evaluation program with all licensed educators at least once each contract year, and each licensed educator shall be provided a copy of the JPAS evaluation instrument. The educator shall be notified of the evaluation process at least fifteen (15) working days prior to the first observation. All provisional educators shall be assigned a mentor. The mentor will assist the provisional educator in becoming effective and competent in the teaching profession and school system.
- E. Evaluation frequency
 - 1. Career educators shall be evaluated annually.
 - 2. Provisional educators shall be evaluated at least twice each contract year.
 - 3. Probationary educators shall be evaluated when necessary but not fewer than twice each contract year.
 - 4. Each licensed educator may be evaluated by his/her principal, principal's designee or immediate supervisor when necessary.
 - 5. An educator may request a different observation time once during the evaluation cycle.
- F. A JPAS evaluation shall include two unscheduled classroom observations, an interview, and professional development meeting(s).
 - 1. Two systematic, unscheduled classroom observations shall be conducted by the principal, principal's designee or immediate supervisor using the JPAS observation instrument.
 - a. Each classroom observation shall be 30 minutes or more of observable time (as defined in the JPAS Domains document, 1994) and the two classroom observations shall not be conducted more than fifteen (15) working days apart. The second observation may not be conducted on the same day as the first observation.
 - b. The data collected from the first unscheduled observation is sent to the District Office as soon as it is completed. The data collected from the second observation and the interview should be sent to the District Office to be electronically scored within five (5) working days after completing the interview.
 - 2. An interview between the educator and principal, principal's designee or immediate supervisor shall be held within five (5) working days of the second classroom

- observation. During this interview, data are collected on indicators which are not included in the JPAS classroom observation. The data collected from the classroom observations are not discussed during the interview.
3. An individualized JPAS Feedback Report should be produced and returned to the building administrator within five (5) working days of the receipt of the second JPAS observation and interview form at the District Office.
 4. Within fifteen (15) working days of receipt of the JPAS Feedback Report, the principal or immediate supervisor shall hold a professional development meeting for the educator.
 - a. The JPAS Feedback Report and other lines of evidence shall be reviewed.
 - b. Goals for professional development will be identified on the back of the JPAS Feedback Report.
 - c. Professional development activities shall be identified to assist educators whose total score on the JPAS Feedback Report is in the "Did Not Meet Standard / Ineffective" range and a timeline for demonstrating acceptable levels of improvement shall be prepared on the JPAS Feedback Report Addendum.
 - d. If the educator does not agree with any portion of the JPAS Feedback Report, other evidence, or professional development activities as outlined, the educator has the right to attach a report to the JPAS Feedback Report stating his/her views.
 - e. The JPAS Feedback Report and Addendum, if any, shall be signed by both the educator and the principal or immediate supervisor. The educator's signature indicates receipt of the report but does not necessarily signify agreement with its contents.
 - f. Copies of the JPAS Feedback Report and Addendum, if any, shall be given to the educator and principal or immediate supervisor, and the original(s) placed in the educator's personnel file in the Department of Human Resources.
 - g. Evaluation records are classified as "Private Records" and shall be managed according to the guidelines of Policy DP367—District Records Management.
- G. Additional evaluations shall be scheduled for all educators whose JPAS Feedback Report total score is in the "Did Not Meet Standard / Ineffective" range.
1. A second evaluation for provisional educators shall begin twenty (20) working days or more following the professional development meeting. The second evaluation must be completed sixty (60) working days prior to the end of the contract year. In addition to the mentor, additional personnel resources may be used to assist the provisional educator whose total score was in the "Did Not Meet Standard" range on the first evaluation. Procedures outlined in item E. shall be repeated.
 - a. Provisional educators whose total score is in the "Did Not Meet Standard / Ineffective" range shall be given twenty (20) working days or more to improve performance and then a third evaluation shall begin. The educator shall be notified that continued employment with the District is in question. The plan for improvement developed during the professional development meeting shall serve as the plan required in the Orderly Termination policy. Request for an outside evaluator must be submitted in writing no later than ten (10) working days after the professional development meeting. The written request must be sent to the JPAS teacher specialist. This second or third evaluation may be conducted by the building administrator or, at the request of the administrator or educator, may be conducted by another individual licensed in the use of the JPAS.
 - b. Provisional educators whose score remains in the "Did Not Meet Standard

/Ineffective" range on the third evaluation shall be subject to the provisions of Policies DP313—Provisional and Probationary Licensed Personnel, and DP316 NEG—Orderly Termination Procedures for Licensed Personnel.

2. Career educators shall be given access to resources to help improve performance, and a second evaluation shall begin twenty (20) working days or more following the professional development meeting. The third evaluation must be completed thirty (30) working days prior to the end of the contract year. If this evaluation cannot be completed thirty (30) days prior to the end of the contract year, the third evaluation will begin in the next contract year as soon as the guidelines allow. Request for an outside evaluator must be submitted in writing no later than ten (10) working days after the professional development meeting. The written request must be sent to the JPAS teacher specialist. This second or third evaluation may be conducted by the building administrator or, at the request of the administrator or educator, may be conducted by another individual certified in the use of the JPAS.
 - a. Career educators whose total score improves to the "Met Standard" range on the second evaluation have met the evaluation requirements.
 - b. Career educators whose total score remains in the "Did Not Meet Standard / Ineffective" range on the second evaluation shall be placed on probation in accordance with Policy DP313—Provisional and Probationary Licensed Personnel, given access to resources to help improve performance, allowed twenty (20) working days or more to improve performance, and then a third evaluation shall begin. The educator shall be notified that continued employment with the District is in question. The plan for improvement developed during the professional development meeting will serve as the plan required in Policy DP316 NEG—Orderly Termination Procedures for Licensed Personnel.
 - c. Career educators whose score remains in the "Did Not Meet Standard" range on the third evaluation shall be subject to the provisions of Policy DP316 NEG—Orderly Termination Procedures for Licensed Personnel.

H. Right to review and appeal

1. Educators have fifteen (15) calendar days following the completion of the evaluation process (receipt of the JPAS Feedback Report) to request a review of the evaluation findings.
2. Educators have the right to appeal decisions or implementations based on evaluations under Policy DP315 NEG—Grievance Procedures—Licensed.

I. A Licensed Interim Evaluation shall be conducted as an evaluation for a career educator each year a JPAS evaluation is not administered; however, a JPAS evaluation may be administered the same year a Licensed Interim Evaluation is administered, if requested by the principal, principal's designee or immediate supervisor. The Licensed Interim Evaluation shall be used by the educator and principal or immediate supervisor as a formative tool throughout the school year that the evaluation takes place.

1. The Licensed Interim Evaluation shall be distributed to the educator by the principal or immediate supervisor within the first month of the school year that the evaluation takes place.
2. The Licensed Interim Evaluation will be discussed and signed by both the educator and the principal or immediate supervisor by the end of the school year that the evaluation takes place. The educator's signature indicates receipt of the report but does not necessarily signify agreement with its contents.
 - a. Copies of the Licensed Interim Evaluation shall be given to the educator and principal or immediate supervisor, and the original(s) placed in the educator's

- personnel file in the Department of Human Resources.
- b. Evaluation records are classified as “Private Records” and shall be managed according to the guidelines of District policy DP367 – District Records Management.

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