

## **CERTIFICATED EVALUATION REGULATIONS**

### The Evaluation Process

1. Probationary Certificated Staff
  - a. Summative evaluation once a year.
  - b. Minimum of two formal observations and conferences, minimum of one the first semester.
  - c. Process steps are as follows:
    1. Orientation to evaluation process completed by the principal.
    2. Review and sign job description within the first two weeks of orientation.
    3. Ongoing informal observation and data collection
    4. Optional preobservation conference.
    5. Post observation conferencing.
    6. Summative evaluation and conference.
    7. Professional growth planning.
  - d. Evaluation is by the building principal, a trained professional as defined by C.R.S. 22-9-106 (4).
2. Continuous Employment Faculty: Levels of Evaluation
  - a. Level 1
    1. Each year, evaluations will be completed on faculty members designated by the principal with no teacher going beyond three years without an evaluation. No teacher shall be evaluated on level one for more than two consecutive years.
    2. Faculty members recommended for the remediation cycle will be evaluated continuously until performance is judged to be on the appropriate standard of performance by no longer than two semesters in remediation.
    3. Where possible, summative evaluations should be based on a minimum of two formal observations and conferences with an unspecified number of unscheduled observations and informal data collection.

4. Evaluations will be made by the building principal.
5. Process steps in the evaluation cycle:
  - a. Evaluated faculty members will be oriented to the process.
  - b. Evaluated faculty members will acknowledge review of the process and job description by signature.
  - c. The principal will gather data based on informal observations, unscheduled classroom visits and formal scheduled observation recording data on the observation. Record which will be reviewed in conference.
  - d. The first two observations record conferences will be held by the end of the first semester of the school year.
  - e. After the second observations record conference with a faculty member, a recommendation will be made to the superintendent to 1) continue regular evaluation on the level 1 cycle or 2) place faculty member on remediation cycle.
  - f. The second observation record and summative evaluation report will be filed by May 15 or each year and recommendations will be made to:
    - (1) Proceed to professional growth plan
    - (2) Continue remediation for one additional semester
    - (3) Move to level 2: file charges for dismissal

#### Remediation Cycle

(See pg. 28 of the certificated evaluation book for critical attributes)

The remediation cycle recommendation shall be indicated when a faculty member's performance is below the standards identified in the expectations for teacher performance. The number of areas in which substandard performance is observed and documented prior to the designation of remediation shall be

determined on the total performance of the faculty member, the specific area of substandard performance and the chronic nature of the substandard performance.

To the extent possible, the remediation cycle shall be recommended after two observation records and conferences have been held with the faculty member will be placed on a one semester remediation plan. No faculty member will remain in remediation for more than two semesters. The faculty member will return to level 1 or move to level 2.

### Remediation Plan

When a faculty member has been recommended for remediation, the remediation plan will be completed by the evaluator and signed by the faculty member. The remediation plan shall be in writing where substandard observations have been documented, specific performance expectations will be listed, improvement goals specified, and types of assistance activity or resources needed to improve are stated.

As appropriate, the district shall provide opportunities to help the faculty member in reaching his improvement goals. Attending workshops and inservice; taking college courses; requesting assistance teams of peers, or whatever method that would help improve performance in the specified area(s) for remediation may be recommended.

The evaluator will continue to document and observe the faculty member's performance with special emphasis on the progress in the remediation plan. A minimum of one additional observation record and summative evaluation report shall be filed by May 15 with appropriate recommendations. The recommendations of the summative evaluation report shall be:

\_\_\_\_\_ Faculty member is currently on remediation cycle with remediation plan in effect. The recommendation is to continue the remediation cycle for one additional semester to \_\_\_\_\_.  
(Date)

\_\_\_\_\_ Faculty member has successfully completed the remediation plan and is placed back to a level 1 evaluation with professional growth plan completed.

- \_\_\_\_\_ Faculty member is recommended to be placed on level 2.
- \_\_\_\_\_ Faculty member has successfully completed the level 1 evaluation and the professional growth plan has been developed for the interim cycle between evaluations.
- \_\_\_\_\_ Faculty member is recommended to be reevaluated during the next academic school year.
- \_\_\_\_\_ Recommendation that the teacher is to be placed on remediation.

Faculty members who are placed back into level 1 from a remediation cycle shall be placed in the evaluation cycle the following school year to ensure continued success.

#### Level 2 Placement

Upon recommendation by the Principal, faculty members placed on level 2 will be notified of the district's intent to terminate their employment in RE-50J.

Notwithstanding the procedures outlined in GLC-R, the superintendent may, at any time, make recommendations regarding the employment status of a teacher or file dismissal charges with the board of education.

Adopted: January 10, 2001

Revised: October 3, 2007