

Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of STAFF EVALUATION
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Legal	I.C. 20-18-2-22 I.C. 20-28-11.5-0.5 I.C. 20-28-11.5-4 I.C. 20-28-11.5-9 I.C. 20-29-2-4
Adopted	April 21, 2003
Last Revised	April 5, 2021
Last Reviewed	April 18, 2022

3220 - **STAFF EVALUATION**

The School Board shall adopt a plan for annual performance evaluations of each certificated employee, as defined in I.C. 20-28-11.5- 0.5, employed by the School Corporation. This includes each certificated employee as defined in I.C. 20-29-2-4 and, each teacher as defined in I.C. 20-18-2-22. This plan may be amended as needed, subject to any required discussion with the teachers or the teachers' representative if there is one.

The plan approved by the Board shall include the following components:

- A. performance evaluations for all certificated employees, as defined in I.C. 20-28-11.5-0.5, conducted at least annually;
 - 1.
- B. rigorous measures of effectiveness, including observations and other performance indicators;
- C. an annual designation of each certificated employee, as defined in I.C. 20- 28-11.5-0.5, in one (1) of the following rating categories:
 - 1. highly effective
 - 2. effective
 - 3. improvement necessary
 - 4. ineffective
- D. an explanation of the evaluator's recommendations for improvement, and the time in which improvement is expected;
- E. a provision that a teacher who negatively affects student achievement and growth cannot receive a rating of highly effective or effective;
- F. a pre-evaluation planning session conducted by the Superintendent or equivalent authority for the Corporation with the principals in the Corporation;
- G. discussion of the evaluation between the evaluated employee and the evaluator.

In developing a performance evaluation model, the Corporation may consider the following:

- A. test scores of students (both formative and summative);
- B. classroom presentation observations;
- C. observation of student-teacher interactions;
- D. knowledge of subject matter;

- E. dedication and effectiveness of the teacher through time and effort on task;
- F. contributions of teachers through group teacher interactivity in fulfilling the school improvement plan;
- G. cooperation of the teacher with supervisors and peers;
- H. extracurricular contributions of the teacher;
- I. outside performance evaluations;
- J. compliance with Corporation rules and procedures; and
- K. other items considered important by the Corporation in developing each student to the student's maximum intellectual potential and performance.

The Corporation's annual performance evaluation plan shall be in writing and shall be explained to the Board in a public meeting before the evaluations are conducted. Prior to the plan being explained to the Board, the Superintendent shall discuss the plan with the teachers or the teachers' representative, if there is one. This discussion is not subject to the Open Door Law. The plan is not subject to bargaining; however, discussion of the plan shall be held.

The Principal of each school in the Corporation shall report in the aggregate the results of staff performance evaluations for the school for the previous year to the Superintendent and the Board at a public Board meeting held before August 15 of each year on the schedule determined by the Board. Before presentation to the Board, the Superintendent shall discuss the report of completed evaluations with the teachers or the teachers' representative, if there is one. This discussion is not subject to the Open Door Law. The report of completed evaluations is not subject to bargaining; however, discussion of the report shall be held.

The Corporation annually shall provide the Indiana Department of Education with the disaggregated results of staff performance evaluations for all schools in the Corporation before November 15 of each year.

511 I.A.C. 10-6-4
I.C. 20-18-2-22
I.C. 20-28-11.5-0.5
I.C. 20-28-11.5-4
I.C. 20-28-11.5-9
I.C. 20-29-2-4

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