

Staff Personnel
400 Series

CAREER TEACHER EVALUATION PROCEDURE
Code No. 405.8R1

The district shall provide all employees with an in-service on the Iowa Teaching Standards, criterion, and any district-adopted descriptors prior to the district's implementation of the Individual Professional Development Plans (IPDP) and/or Performance Reviews. The district will provide help to any employee who does not fully understand any part of the Individual Professional Development Plan. This in-service will be conducted within the first month of the school year.

The Individual Professional Development Plan is designed for all career teachers in the district. The IPDP and the District Professional Development Plan will be very closely aligned and be based upon the individual needs of the teacher, the Iowa Teaching Standards, and the student achievement goals of the attendance center and the school district (CSIP). Plans that do not meet this requirement will be considered only in special circumstances.

Each career teacher shall draft an individual or group career development plan by September 19 of the school year following the conclusion of his/her previous plan. The evaluator will meet with the teacher to review, modify and approve the plan.

Modification of the plan can be made at any time by the administrator or by mutual agreement. The evaluator and teacher will also meet for an annual conference to review progress on a multi-year plan. For those individuals with one-year plans, a conference will also take place mid-year.

Each career teacher shall have a performance review at the minimum of once every three years. The evaluator will contact the teacher to establish an agreed upon time to discuss the performance review procedures. The evaluator and teacher will agree upon pre-conference, observation and post conference times. At least one observation will be of no less than 30 minutes. The evaluator's comments will be reviewed at the post-conference meeting at a time mutually agreed upon. Every attempt will be made to have this conference within five school days of the classroom observation, but will happen no more than ten (10) school days later, barring emergency situations, to allow for timely feedback. The post observation reflection form will be completed and turned in to the principal within two (2) days of the observation, unless another arrangement is mutually agreed upon between the teacher and the building principal. These comments will be signed and dated by both parties. The teacher's signature does not necessarily mean agreement with the comments. A copy of the comments will be given to the teacher.

For a teacher meeting the Iowa Teaching Standards, the evaluator and the teacher will begin discussion of future career goals that might be included in the next career development plan.

If an evaluator indicates that the teacher is not meeting the expectations of the Iowa Teaching Standards, then those standards not met must be identified, and the information and/or evidence used to make this decision will be provided to the teacher. Both the evaluator and teacher shall sign and date the review. The teacher's signature does not necessarily indicate agreement and the teacher shall have the right to provide a written response to this review. The teacher may then enter an assistance plan, which has been adopted by the board. IN lieu of entering the assistance plan, the teacher will be given suggestions on how to make improvements in their performance.

Evaluations will be conducted in accordance with the provision of the Iowa.

Adopted: 8/19/2019
Reviewed: 8/19/2019
Revised: