

**Southeast Kansas Interlocal
USD 637**

**Professional Staff Evaluation
Handbook**

PROFESSIONAL STAFF EVALUATION HANDBOOK

SEK INTERLOCAL #637

TABLE OF CONTENTS

Professional Staff Evaluation

I.	Evaluation Calendar	1	VII.	Informal Evaluation	6
II.	Evaluation Cycle	2	VIII.	Follow-up Conference	
III.	Introduction, Beliefs, and Objectives	3-4		for Improvement	6
IV.	Criteria	4	IX.	Plan of Improvement	6-7
V.	General Evaluation Procedures	4-5	X.	Evaluation Forms	8
VI.	Process & Time Guidelines	6			

I. Evaluation Calendar

GOALS AND EVALUATION CALENDAR

On or before	Task/Activity
September 15*	Professional employees receiving two evaluations per year will schedule the pre-arranged observation for the first semester.
60 th School Day of 1 st Semester	Complete first evaluation of professional employees receiving two evaluations this year.
November 30*	Professional employees receiving one evaluation per year will schedule the first pre-arranged observation.
February 1*	Professional employees receiving two evaluations will schedule the first pre-arranged observation for the second semester.
February 15	Complete evaluation of professional employees receiving one evaluation this year.
March 1*	Professional employees receiving two evaluations per year will have their first prearranged observation of the second semester.
60 th School Day of 2 nd Semester	Complete second evaluation of professional employees receiving two evaluations this year.
3 rd Friday in May	Notification to professional employees who will be non-renewed.
2 weeks after the 3 rd Friday in May	Notification to Board by professional employees who will not return for following year.

* These are recommended timelines.

PROFESSIONAL STAFF EVALUATION HANDBOOK

SEK INTERLOCAL #637

II. Evaluation Cycle

Professional employees shall be evaluated in accordance with the following cycle:

- A. First and second year professional employees in the district will be evaluated once each semester. Each evaluation, including the Summative Report conference, shall be completed by the 60th school day of each semester.
- B. Third and fourth year professional employees in the district will be evaluated once each year. The evaluation, including the Summative Report conference, shall be completed by February 15.
- C. Professional employees who have a significant change of assignment shall be evaluated once during the first year of the new assignment. The evaluation, including the Summative Report conference, shall be completed by February 15. If he/she is employed unconditionally, then the evaluation schedule will be reset to every three (3) years.
- D. Non-Probationary professional employees with evaluation results of “reemploy with conference for improvement” shall be evaluated at least once the succeeding year. The evaluation, including the Summative Report conference, shall be completed by February 15. If he/she is employed unconditionally, then the evaluation schedule will be reset to every three (3) years.
- E. Professional employees who have been employed with an improvement plan shall be evaluated once each semester until evaluation results are at least “reemploy with conference for improvement” or upon a recommendation for non-renewal. Each evaluation, including the Summative Report conference, shall be completed by the 60th school day of each semester. If he/she is employed unconditionally, then the evaluation schedule will be reset to every three (3) years.
- F. All other professional employees will be evaluated at least once every three years. The evaluation, including the Summative Report conference, shall be completed by February 15.
- G. Additional evaluations may be initiated by the evaluator or the professional employee. In such a case, there shall be a mutual agreement on the timelines for meetings, observations, and the final evaluation.
- H. Evaluations initiated by the evaluator (other than the regular evaluation cycle) may not be used in calculating points for reduction in force.
- I. The professional employee shall have the option of having his/her evaluation conducted by the Interlocal administrator.

PROFESSIONAL STAFF EVALUATION HANDBOOK

SEK INTERLOCAL #637

III. Introduction, Beliefs, and Objectives

- A. Introduction. The Southeast Kansas Interlocal believes in the importance of ongoing professional learning for its staff and is committed as a district to provide the opportunities and resources for such growth. One means of assisting professional growth is the program of evaluation in which individual needs, abilities, and desires are addressed within the overall objective of improving student achievement.

The Southeast Kansas Interlocal believes it is important that the concept of supervision become collaborative. This allows for the continued improvement of skills and for techniques and strategies to be shared between professional employees, between a professional employee and supervisor, or within a group of professional employees and their supervisor. The development of professional skills should not depend solely on a supervision model, but the supervisor retains the responsibility to see that professional growth activities are implemented.

- B. Beliefs about Evaluation. The Southeast Kansas Interlocal believes that a high-quality performance evaluation system is essential to provide continuous improvement of professional staff in their respective jobs and to thus achieve maximum student achievement. We further believe:

1. Performance evaluation and continuous improvement is an ongoing process and requires an investment of time and effort.
2. There is interconnectedness between increased student achievement and quality preparation programs, induction and mentoring, coherent professional learning, and relevant and timely evaluation and coaching.
3. While the professional employee's improvement is a worthwhile goal, the quest for improvement does not imply incompetence.
4. Evaluation is a cooperative process wherein the professional employee and the evaluator accept a mutual responsibility to focus on targeted performance areas, to work together to achieve the best results, and to assess the results to plan the next phase.
5. Improvement of a targeted skill area comes when professional effort and district resources are combined.
6. Evaluation is a process that, if properly conducted, will encourage professional reflection and self-improvement.
7. Evaluation is more than mere inspection and rating. It must involve cooperative analysis, work, planning, and review.
8. In order to ensure that expectations are clearly understood among all parties, an ongoing professional dialogue between the professional employee and the evaluator is an essential component of evaluation.
9. The professional employee shall receive a copy of all documents placed in the evaluation record and has the opportunity to respond, verbally and/or in writing, to such materials. Any written response shall be attached to the original.

PROFESSIONAL STAFF EVALUATION HANDBOOK

SEK INTERLOCAL #637

- C. Objectives of Evaluation. The Southeast Kansas Interlocal's objectives for performance evaluation of certified personnel are:
 - 1. To improve the performance of professional employees for increased student achievement.
 - 2. To improve the skill level of the professional employees of the Southeast Kansas Interlocal.
 - 3. To determine the most effective utilization of professional employees.
 - 4. To provide a basis for administrative recommendation and Board decision regarding contract action.

IV. Criteria

- A. The main focus of the evaluation program is objective observation with major attention directed toward possible improvement of individual performance in the position. The judgments will be based largely on the professional employee's job description.
- B. The evaluation forms include the KSDE approved evaluation tool developed in collaboration with SEK Interlocal professional staff and administration and the SEK Interlocal 637 summative report form. This will be implemented with all instructional staff in all locations.
- C. Related service staff will select a tool by departmental consensus and the SEK Interlocal 637 summative report form.

V. General Evaluation Procedures

- A. All professional employees will be evaluated on the basis of the policy, procedures, frequency, forms, timelines, dates, and criteria outlined in the body of this section.
- B. Evaluators shall typically be a collaboration of the building administrators and the Interlocal administrators, except the professional employee shall have the option of having his/her evaluation conducted by the Interlocal administrator.
- C. Professional employees that are transferred from one building to another will remain on their original schedule of evaluation unless the job requirements change significantly.
- D. Professional employees may request to be evaluated at any time, and an administrator may evaluate any professional employee in his/her building at any time. Additional evaluations beyond the minimum required by statute may be initiated by either the evaluator or professional employee. A mutually agreeable timeline for the evaluation, including observations and conferences, shall be developed.

PROFESSIONAL STAFF EVALUATION HANDBOOK
SEK INTERLOCAL #637

- E. Informal and formal classroom visits and observations:
1. Informal classroom visits may be of any number, be unscheduled, and be of any length.
 2. Observation for the purpose of evaluation may be conducted on an unannounced basis, but the time and date for the first formal observation shall be scheduled between the evaluator and the professional employee.
 3. Formal observations of professional employees shall be at least two (2) in number for a significant part of the instructional period. In the case of professional employees who are not assigned to a classroom, the observation shall be an equivalent amount of time.
 4. All observation of the work performance of a professional employee will be conducted openly and with the full, but not necessarily prior, knowledge of the professional employee. The use of eavesdropping, public address or audio system, hearsay evidence, or surveillance devices is strictly prohibited.
- F. The evaluators shall submit all forms conducted to Interlocal Administration. He/She will review and complete each evaluation.
- G. The evaluator shall review the Summative Evaluation report with the professional employee who shall acknowledge the report by his/her signature. A professional employee's signature upon the evaluation is required, but does not necessarily constitute agreement with such evaluation.
- H. Within two (2) weeks after such presentation, the professional employee may respond in writing. Responding statements will be attached with the original evaluation form and all copies
- I. The Director shall place the completed evaluation in the professional employee's personnel file. All evaluation reports and responses thereto shall be maintained in the evaluation files for a period of not less than five (5) years from the date each evaluation is made.
- J. Any written reports shall give recognition to the positive aspects of the evaluation as well as the deficiencies observed and noted. The professional employee shall receive copies of all documents.
- K. Evaluation documents shall be confidential as prescribed by law.
- L. Professional employees shall be notified in writing of the Board's intent to non-renew no later than 3rd Friday in May of the contract year in accordance with Kansas statutes.

PROFESSIONAL STAFF EVALUATION HANDBOOK
SEK INTERLOCAL #637

VI. Evaluation Process and Time Guidelines

- A. Evaluation: For all professional employees scheduled to be evaluated. Professional employees will receive information regarding evaluation purposes, criteria, procedures, and forms.
- B. Evaluation: For professional employees receiving two evaluations per year. The professional employee and the evaluator will schedule the first prearranged formal observation by September 15.
- C. Evaluation: For professional employees receiving one evaluation per year. The professional employee and the evaluator will schedule the first prearranged formal observation by November 30.
- D. Evaluation: Special and/or traveling teachers

Professional employees who serve in more than one building will be evaluated in the building in which they are scheduled for a majority of their time. Administrators from other buildings in which the professional employee serves are encouraged to have input in the evaluation process. This information shall become part of the summative evaluation which is prepared by the evaluator.

VII. Informal Evaluation

These policies do not preclude informal conferences or observations between professional employees and/or supervisors. These exchanges, while often beneficial, are not considered part of the evaluation process.

VIII. Follow-up Conference for Improvement

At the final evaluation conference the evaluator and the professional employee shall schedule a follow-up conference to review progress in the areas targeted for improvement.

IX. Plan of Improvement

- A. The improvement of professional employees for enhancing the academic progress of all students is the major purpose of evaluation. Professional employees who have not demonstrated satisfactory levels of proficiency and improvement during the evaluation process may be placed on a plan of improvement. A plan of improvement shall only be initiated after a highly ineffective summative evaluation.

PROFESSIONAL STAFF EVALUATION HANDBOOK

SEK INTERLOCAL #637

- B. The purpose of a plan of improvement will be to assist the professional employee in improving his/her performance to satisfactory levels. The plan of improvement including goals and objectives, types of assistance, and time-lines, shall be developed by a team. The team may be composed of one of the following groups:
 - 1. the professional employee, evaluator, and a mutually agreed upon third party, or
 - 2. the professional employee and evaluator.
- C. Any professional employee being recommended for a plan of improvement will be notified in writing by his/her evaluator. The notice shall include specific reasons for the recommendation.
- D. The evaluator will inform the professional employee in writing of the time and place of the conference to start the plan of improvement process. At the conference, the evaluator and professional employee shall define procedures for intensive assistance, including the resources the district will provide to remediate the areas(s) of concern. The evaluator shall review the specific areas in need of improvement and offer a specific plan to eliminate the concerns. The professional employee shall be provided the opportunity for input, expansion, and refinement of the objectives. A process for the monitoring and accomplishment of the objectives shall be formulated at this meeting. The professional employee has the right to bring a representative of his/her choice to this meeting.
- E. A plan of improvement shall be indefinite in length, but shall generally occur over one school year. The beginning of the time for a plan of improvement will not be less than 30 school days prior to the evaluator's recommendation for nonrenewal on the professional employee's contract.
- F. The evaluator shall prepare a Summative Evaluation Report at the end of the plan of improvement process outlining the initial reasons for the assistance, goals set, the assistance provided, progress made, and the objectives accomplished during assistance. This Summative Evaluation Report shall be reviewed by the professional employee and evaluator and placed in the professional employee's evaluation file.
- G. A professional employee on a plan of improvement shall be evaluated each semester under the guidelines and timelines found in this handbook until removed from said status.
- H. After a professional employee has completed the plan of improvement, the evaluator may:
 - 1. recommend unconditional reemployment
 - 2. recommend to reemploy with conference for improvement
 - 3. continue plan of improvement
 - 4. recommend non-renewal

PROFESSIONAL STAFF EVALUATION HANDBOOK
SEK INTERLOCAL #637

X. Evaluation Forms

Approved evaluation forms included in this documents are:

1. Observation Forms
2. SEK Interlocal Teacher Performance Evaluation Rubric
3. Departmental Related Service providers Performance Evaluation Rubric
4. Summative Evaluation Form