**Wayland Union Schools**

**Certified Staff Evaluation Plans**

**2016-2017**

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| Non-Tenured/Probationary  (Plan 1) | Tenured  Effective/Highly Effective  (Plan 2) | Plan of Assistance Ineffective/Minimally  Effective  (Plan 3) |
| * Administrators will develop an IDP for first year teachers after the first formal observation not later than October 31st. * Administrators in consultation with 2nd, 3rd, 4th and 5th year teachers will develop IDP goals by September 30th of each year *(Beginning with new teachers hired in and after 2011-2012, they are to complete 5 years of probation).* * Minimum of 2 Formal Observations utilizing Framework for Teaching Evaluation Instrument * Minimum of 3 Mini Observations per year utilizing Domains 2 and 3 of Framework for Teaching Evaluation Instrument * The administrator will provide feedback after all observations, within 30 days. * Mid-Year meeting by the 2nd Friday in February to discuss progress and goals for first year teachers * Final evaluation is based on classroom observations and an assessment of progress on the IDP. * Final evaluation meeting completed by May 1st for staff who are subject to a four or five year probationary period, and no later than April 1st for staff who are subject to a two year probationary period. * Identify possible goals for IDP at end of year for the following year | * Goal Setting/PGP-Professional Growth Plan is due first Friday in October. Meetings with supervisors completed by fourth Friday in October * PGP Elements:   + Choose 1 or more Domains of Professional Practice to work on   + Choose a specific goal in support of School / District Improvement Plan   + List strategies for meeting your goals   + Establish a student growth indicator to measure goal progress * Mini Observations   + Minimum of three per year   + Feedback provided to teacher within 30 days * Mid-Year meeting by the 2nd Friday in February to discuss progress and goals (Optional) * Self-Eval. due 2nd Friday in May:   + Self Evaluation of Goal   + Student Growth Evaluation   + Administrative Summary Evaluation * Final Evaluation Meeting no later than the last student day * Identify possible goal for PGP at end of year for the following year * Any staff member placed on Plan of Assistance will move to Plan 3 | * Plan of Assistance developed in consultation with the teacher * Multiple Formal Observations * Multiple Mini Observations   + Feedback provided to teacher within 30 days * May include independent observer * The administrator will provide feedback after all observations * Mid-Year meeting by the 2nd Friday in February to discuss progress and goals * Final Evaluation Meeting no later than the last student day * Teachers who have been rated as ineffective may request the Superintendent to review the evaluation using the following procedure:   + Teacher’s request must be submitted within 20 days after the teacher is informed of the ineffective rating.   + Teacher cannot request review more than twice in a 3 school-year period; and   + Upon receipt of the request, the Superintendent shall review the evaluation and the rating and may make appropriate modifications. * Teachers rated as ineffective for three years in a row will be dismissed. |

\*Teachers who have been rated as highly effective for three years in a row will be formally evaluated every other year as long as the rating of highly effective continues. Administrators will continue to conduct mini-observations and provide feedback within 30 days for teachers who are on an off-year cycle of evaluation.