**Wayland Union Schools**

**Certified Staff Evaluation Plans**

**2016-2017**

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| Non-Tenured/Probationary(Plan 1) | TenuredEffective/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.
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\*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.