

**Hutchinson Public Schools  
Educator Evaluation Manual**

June, 2014

# Table of Contents

Hutchinson Educator Evaluation Program.....	Page 3
Types of Evaluations.....	Page 4
Evaluation Procedure Sequence.....	Page 4
Educator Improvement.....	Page 5
Summary of Evaluation Requirements .....	Page 6
Process Chart for Educators.....	Page 7
Educator Feedback Review Chart.....	Page 8
Classroom Observation Form .....	Page 9
Educator Improvement Form.....	Page 10
Evaluation Summary Form.....	Page 11

# **Hutchinson Educator Evaluation Program**

**Vision:** As USD 308 educators, we commit ourselves to maximizing our potential by creating a stimulating environment that promotes academic and professional growth.

**Mission:** Increase professional growth and improve student learning

## **Belief Statements**

1. The Hutchinson Educator Evaluation Program is a continuous formative process.
2. Administrators and educators work collaboratively together to meet common goals.
3. Goals should drive individual professional growth and student learning.
4. Educators continuously improve their instructional practices by engaging in professional growth activities.
5. Educators and administrators share information regarding instruction and student achievement through regular feedback opportunities based on multiple classroom opportunities.

## **Evaluation Procedure Sequence**

### **Planning for Pre-Observation Conference**

- The evaluator and the educator will arrange a time for a pre-observation conference.
- The pre-observation conference must occur at least three (3) contract days before the classroom observation.
- The evaluator will ensure the educator knows where to locate the electronic Educator Feedback Tool.

### **Classroom Pre-Observation Conference**

The evaluator and educator will discuss the following:

- any questions about the educator's required reflection
- the date and time of the evaluation
- the plan including planning and preparation
- classroom environment
- instruction

### **Classroom Observation**

- The evaluator will visit at least one instructional setting.
- A copy of the observation notes will be provided to the educator within one (1) contract day of the observation. Form 89 should be used to capture observation notes; however an alternate form can be used as long as the date and time of the observation is recorded on the document along with the educator's signature. The electronic form in My Learning Plan automatically provides a copy upon submission by the evaluator

### **Post-Observation Conference**

- The purpose of this conference is to explore the evaluator's observation obtained during the visitation period and to discuss areas not readily observable in the classroom visitation period.
- This conference will be held within ten (10) contract days after the observation period.
- The evaluator will summarize the observation of the formal classroom visit.
- The educator should discuss his/her perception of the instructional activity and share his/her reflection.
- Additional discussion of other topics not included in the observation that effect the educator's performance may occur.
- The discussion should address ways the evaluator can support and monitor the educator's progress toward the areas identified for growth on the Feedback Tool.

## **Educator Improvement**

### Notification of Unsatisfactory Performance

The evaluator shall notify the educator of the unsatisfactory performance by checking the appropriate indicator on the Educator Feedback Tool. Educators not in their evaluation year will be notified in writing of an evaluation prior to the Evaluation Procedure Sequence.

### Individual Growth Plan

The evaluator will complete an Individual Growth Plan (Form 192) when areas of concern are noted on the evaluation form. The plan will include specific measurable goals, strategies to meet the goals, assessment methods and a timeframe. A minimum of twenty (20) contract days must be allowed to complete the plan and determine if satisfactory progress has been made. An Evaluation Summary (Form 193) will be completed at the end the plan. Non-tenured educators who are being non-renewed based on the second evaluation are not required to be put on a growth plan.

### Level I Improvement Plan

A Level I Improvement Plan (Form 192) will be completed if the educator did not make sufficient progress on the Individual Growth Plan. The Level I plan must span a minimum of forty-five (45) contract days. The amount of time needed for assistance beyond the minimum forty-five (45) contract days maybe determined by the evaluator. An Evaluation Summary (Form 193) will be completed at the end the plan.

### Level II Improvement Plan

A Level II Improvement Plan (Form 92) will be completed if the educator did not make sufficient progress on the Level I Improvement Plan. The Level II plan must span a minimum of twenty (20) contract days. If an educator does not meet expectations at Level II, he/she faces possible non-renewal or termination. An Evaluation Summary (Form 193) will be completed at the end the plan.

## **Summary of Evaluation Requirements**

### 1st and 2nd Year Teachers

- A. The first Educator Feedback Tool shall be completed no later than the 60<sup>th</sup> day of the contract term.
- B. The second Educator Feedback Tool shall be completed no later than the 60<sup>th</sup> day after January 1st.
- C. An Individual Growth Plan will be initiated within ten (10) contract days, if the Educator Feedback Tool shows deficiencies.
- D. A follow-up of the Individual Growth Plan will take place within twenty (20) contract days to provide feedback on the progress of the growth plan.

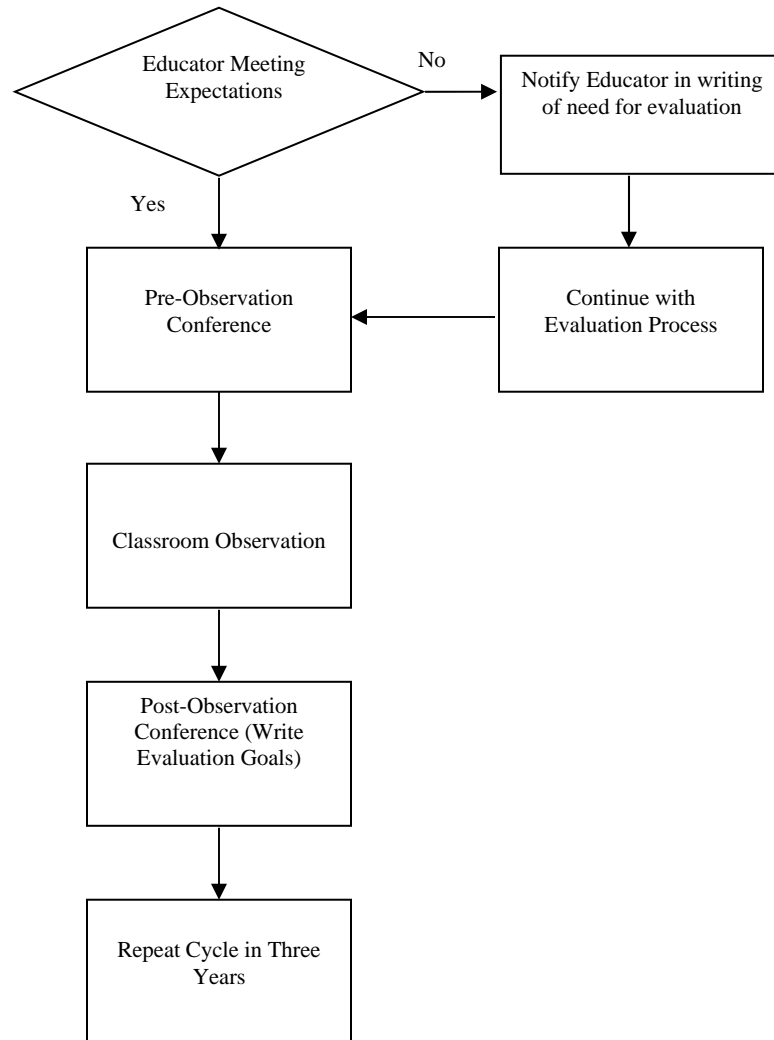
### 3<sup>rd</sup> and 4<sup>th</sup> Year Teachers

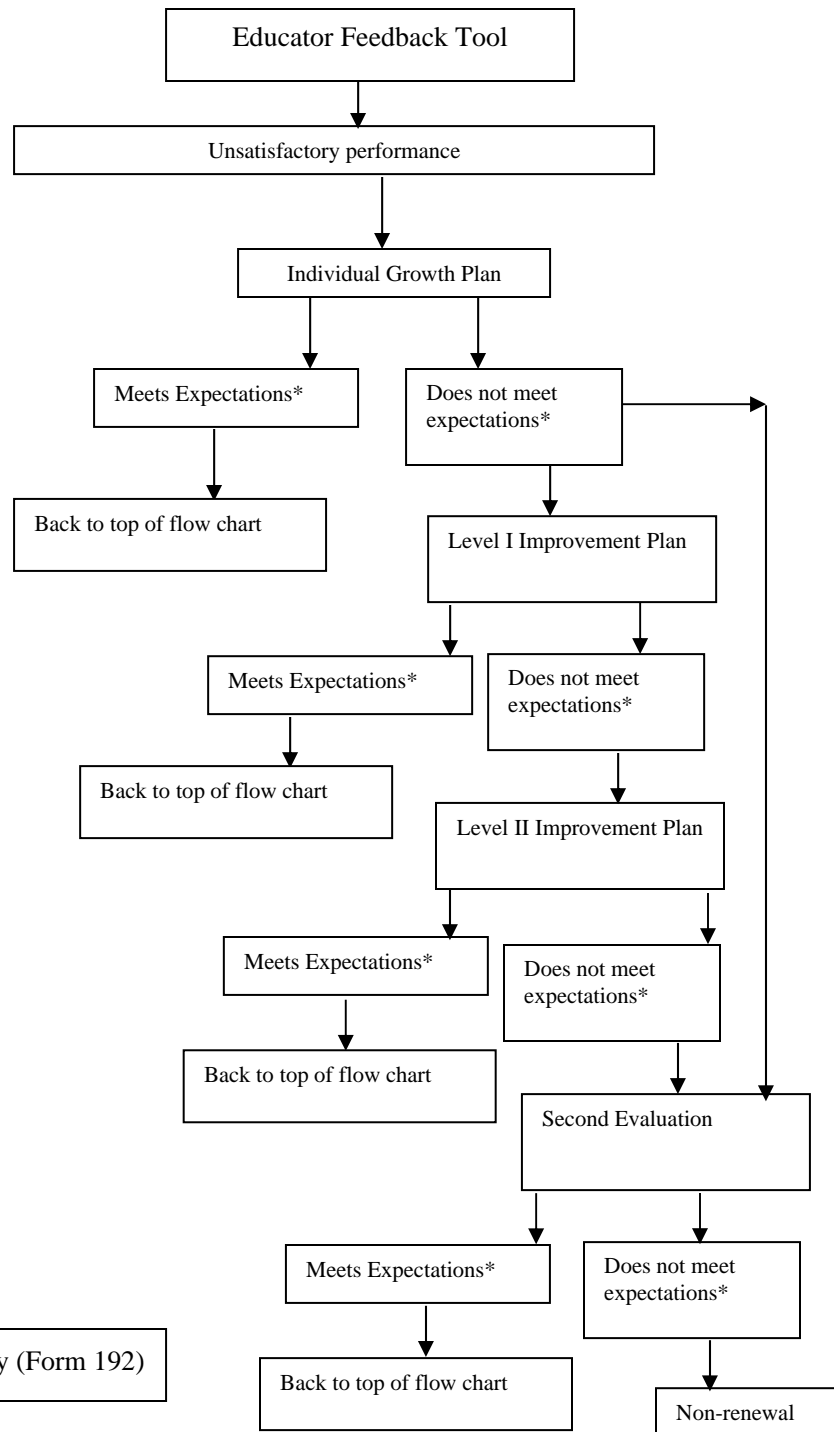
- A. One Educator Feedback Tool shall be completed by February 15.
- B. An Individual Growth Plan will be initiated within ten (10) contract days, if the Educator Feedback Tool shows deficiencies.
- C. A follow-up of the Individual Growth Plan will take place within twenty (20) contract days to provide feedback on the progress of the growth plan.

### 5<sup>th</sup> Year Teachers and beyond

One Educator Feedback Tool is completed by February 15 on a three-year rotating basis. The Evaluation Procedure Sequence (page 4) should still be followed.

# Process Chart for Educators





\* = Complete Evaluation Summary (Form 192)



**CLASSROOM OBSERVATION FORM**

Educator:

Evaluator:

Subject:

Time:

Date:

TIME

OBSERVED ACTIVITES

Educator Signature: \_\_\_\_\_

HUTCHINSON PUBLIC SCHOOLS  
HUTCHINSON, KANSAS  
EDUCATOR IMPROVEMENT

Individual Growth Plan

Level I Improvement Plan

Level II Improvement Plan

Educator's Name: \_\_\_\_\_

Growth Goals:

Specific Strategies/Activities to Meet Goals:

Assessment Methods and Timeline:

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HUTCHINSON PUBLIC SCHOOLS  
HUTCHINSON, KANSAS  
EVALUATION SUMMARY

Teacher \_\_\_\_\_ Date \_\_\_\_\_ School \_\_\_\_\_

List the goal(s) addressed in this improvement plan.

Describe the evidence of attainment for each goal included on the improvement plan.

Recommendation:

- \_\_\_\_\_ Deficiencies were satisfactorily addressed with this plan. The educator will be returned to the appropriate status in the Educator Evaluation Program.
- \_\_\_\_\_ Individual Growth Plan goals were not satisfactorily addressed with this plan. The educator will be placed on a Level I Improvement Plan for more intensive assistance.
- \_\_\_\_\_ Level I improvement goals were not satisfactorily addressed with this plan. The educator will be placed on a Level II Improvement Plan for more intensive assistance.
- \_\_\_\_\_ Level II improvement goals were not satisfactorily met. A recommendation will be made to the Board of Education for non-renewal of the educator's contract.

Evaluator Comments:

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_