

## Probationary Educator Performance Evaluation – Heads Up!

### APPLICABLE LAW:

- Probationary teachers are employed on one-year contracts
- The School Board may refuse to renew the contract of any probationary teacher “for any cause it may deem in good faith sufficient.” (ORS 342.835)
- The teacher must be given notice of the intended action by March 15
- Upon request, may have a hearing before the district board

### THE EVALUATION PROCESS:

- By law, TSPC-licensed must be evaluated each year of their 3-year probationary period
- Our contract extends that requirement to all probationary employees in our unit
- Temporary teachers are probationary teachers

### TOOLS:

- Contract Article 23, Evaluation Procedure
- Educator Handbook for Professional Growth and Evaluation (“HB”)
- Rubric, Forms (Appendices to the Handbook) (“App.”)

### PERFORMANCE RATINGS:

- Performance ratings must align with the PPS Performance Evaluation Rubric (HB App. B)
- **Domains > components > elements**
- PROBS are not rated in every component of the rubric. **PPS Framework for Teaching** identifies what is to be evaluated in each probationary year (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) (HB App A)
- Every element of a component on the rubric does not have to be rated
- However, any element that is rated must have been observed by the evaluator
- Evaluator must be licensed administrator – not a member of the PAT bargaining unit
- **Ratings must be based on direct evidence included in the written evaluation.** (Art.23C)

### FORMAL OBSERVATIONS:

- Three specific steps: the pre-observation conference, the actual observation of a lesson, and a post-observation conference (held within five school days of the formal observation)
- The evaluator must provide the educator with copies of original notes taken during the observation
- During the Post-Observation Conference, educator and evaluator discuss their reflections and data from the observed lesson. Questions about the observed lesson or observation notes should be clarified as they complete Form 4, the Post-Observation Conference form.

## REVIEW THE PROCEDURES:

- See chart (Prob. Teachers Years 1-3: Supervised) describing the required dates, meetings, and forms.
- All Probs. should have had first formal observation before Winter Break.
- **The required second formal observation must occur prior to March 1<sup>st</sup>.**
- Each formal observation must include a pre-conference, the observation, and a post-observation conference. Informal observations should also occur periodically to provide ongoing feedback.
- The final **Summative Teacher Evaluation Report must be completed prior to March 1.** A separate conference should be held to discuss this report. (Different from and should NOT be combined with the post-observation conference).
- Right to receive a **draft copy** of the Summative Teacher Evaluation Report **at least 48 hours in advance of the meeting.**
- Ratings must be supported by actual evidence obtained from the informal observations, formal classroom observations and discussions, and review of artifacts such as contact logs, lesson plans, assessment tools, etc.

## ASSISTING A MEMBER IN EVALUATION MEETING:

- Articles 23 and 19: right to representation in evaluation meetings or in matters which could lead to nonrenewal
- Has member received and reviewed copies of evaluator's notes – from all informal and formal observations? Use them to prepare for the meeting
- Has member prepared to share additional information and artifacts with the evaluator that may not have been discussed, observed, or noted during the process?
- Has member **signed the Report? Signing indicates only that it was received.**
- Has member received a copy signed by the evaluator?
- Pay attention to the last page of the Report:
  - Does it state SHALL be recommended for renewal? If so, but member disagrees with portions of the evaluation, has the right to write a rebuttal.
  - Does it state SHALL NOT be recommended for renewal? **Contact the PAT office immediately for assistance. There is a very short timeline before PPS will decide about the members continued employment.**