

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 CERTIFIED STAFF PERSONNEL

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5 Series 400

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7 Policy Title Supervision and Evaluation Code No. 401.30

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10 SUPERVISION

11 Supervision is the day-to-day guidance given teachers for the purpose of improving
12 instruction. Improved teacher performance should directly affect pupil achievement and
13 behavior. Improvement of instruction is the prime responsibility of the building
14 administrator. In the large administrative units, the building principal may ask
15 supervisors, assistant principals, and department heads to assist in this assigned task.

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17 Principals are encouraged to visit classrooms as often as possible, making both formal
18 and informal observations of the instructional program. Some, but not all, supervisory
19 visits to the classroom will be announced in advance.

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21 EVALUATION

22 Evaluation is the summative process of assessing teacher performance and
23 effectiveness during a given period of time. On-going training and professional
24 development for evaluators/administrators and teachers on district evaluation standards,
25 tool and process will be provided through staff training opportunities. Trainings are
26 incorporated into scheduled administrative and teacher meetings.

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28 These meetings will be a part of the duties assigned to administrative and teaching staff
29 for which they already receive compensation.

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31 The data gathered from the evaluation tool will be used to inform professional
32 development.

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34 Evaluations may be used for the purpose of providing pertinent data for administrative
35 decision-making related to the reappointment, reassignment, promotion or termination of
36 professional staff. The number of observations required for each contract level is
37 defined in the observation/evaluation procedure.

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39 Each formal evaluation shall be based upon a supervisory process that includes a
40 minimum of two (2) informal observations and one (1) formal classroom observation, or
41 four (4) informal observations. Observations are defined as:

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43 Informal: no pre/post conference; written feedback to teacher

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45 Formal: pre/post conference; observation covers one entire lesson
46 sequence

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48 Teacher evaluations shall be made in writing on the form approved by the
49 administration. The principal and the teacher shall discuss the written evaluation, and a
50 copy of the written evaluation shall be given to the teacher and placed in the employee's
51 official personnel file.

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53 Should the teacher disagree with the evaluation as written, he/she may write a statement
54 of rebuttal that shall be attached to the evaluation as it is submitted to the school district
55 administration. Teachers may request additional evaluations by district administrative
56 personnel other than the building principal.

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58 Supervision and evaluation in Joint School District No. 2 shall follow the board-adopted
59 process, "Supervision and Evaluation of Teachers."

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61 Evaluation criteria and procedures are research based and aligned to Charlotte
62 Danielson Framework for Teaching Second Edition.

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64 Date of Edit/Revision:

65 03/17/09; 08/16/11; 10/25/11; 6/24/14

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67 LEGAL REFERENCE:

68 Idaho Code Sections

69 9-340, *et seq.* – Records Exempt from Disclosure

70 33-514 – Issuance of Annual Contracts

71 33-515 – Issuance of Renewable Contracts

72 33-518 – Employee Personnel Files

73 IDAPA - Rules Governing Uniformity

74 08.02.02.007 – Definitions

75 08.02.02.026 – Administrator Certificate

76 08.02.02.027 – Pupil Personnel Services Certificate

77 08.02.02.120 – Local District Evaluation Policy – Teacher and Pupil Personnel

78 Idaho Department of Education Guidelines found at:

79 <http://www.sde.idaho.gov/site/teacherEval>

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