

**ARTICLE XI
EMPLOYEE EVALUATION**

** See additional information in the Letters of Understanding

A. ORIENTATION PROCEDURES

1. Orientation to the procedures shall be conducted for all employees during pre-service activities by the evaluator/designee.
2. When a teacher is assigned to more than one building, the teacher shall be assigned one evaluator.

B. EVALUATION PROCEDURES FOR TEACHERS NEW TO THE TEACHING PROFESSION:

Teachers who hold an “Initial” License from the Board of Educational Examiners (who are in their first or second year—or their third year under certain circumstances—in the teaching profession) are considered “beginning” teachers. They are evaluated using the following procedures:

1. At least one observation of the beginning teacher will be conducted by the evaluator in each of the first and second years of their profession.
2. The teacher may be asked to provide additional supporting documents/artifacts to verify his/her work under the 8 (eight) Iowa Teaching Standards. The evaluator will determine on a case-by-case basis the amount of other artifacts/documentation required of the teacher.
3. Prior to the last sixty (60) days of the beginning teacher’s first year, the evaluator will complete a summative assessment of the teacher’s performance to that point in the Iowa Teaching Standards. The evaluator should meet with the teacher during either December or January of the teacher’s second year of teaching to discuss their performance in the eight teaching standards.
4. At the end of the second year, the evaluator will complete a State Summative Evaluation of the teacher’s performance in the eight (8) Iowa Teaching Standards.
 - a. If the evaluator determines the teacher MEETS all eight (8) Standards, he/she will be recommended for a “Standard” teaching license.
 - b. If the evaluator determines that the teacher does NOT MEET ALL eight (8) Standards, he/she will NOT be recommended for a “Standard” teaching license. He/she will either be recommended for a third year of mentoring/induction provided by the District (if the evaluator feels that in one more year the teacher will be able to meet all eight standards) or he/she will NOT be eligible for renewal of teacher licensure, per state code of Iowa. A beginning teacher in this circumstance has a right to file an appeal with an adjudicator. If a third year of mentoring/induction is recommended, the evaluator shall inform the Executive Director of Human Resources and the Mentor Facilitator so that support procedures may be implemented.

5. Teachers who are new to the district and who are in their second year in the profession OR teachers who are in their first or second year in the profession whose experience occurred out-of-state or in a non-public school in Iowa, will be part of the mentoring/induction program for a minimum of one (1) year. For each of these teachers, the evaluator will conduct part 1 above. If the evaluator confirms that, at the end of the teacher's second year in the Mentoring and Induction process, the teacher meets all eight (8) Iowa Teaching Standards, the evaluator will complete a State Summative Evaluation at the end of that year. However, if the evaluator confirms that the teacher does not yet meet all eight (8) standards, the teacher may be required to participate in a third year of mentoring and induction provided by the District. The evaluator shall inform the Executive Director of Human Resources and the Mentor Facilitator so that support procedures may be implemented.

C. EVALUATION PROCEDURES FOR TEACHERS WHO ARE NOT NEW TO THE TEACHING PROFESSION (VETERAN TEACHERS):

Teachers who hold a "Standard" or "Master Teacher" license from the Board of Educational Examiners are considered "professional" teachers and will be evaluated using the following procedures:

1. Every year, every professional teacher will complete an Individual Professional Development Plan (IPDP). He/she will determine a professional development goal(s) and meet with his/her evaluator in the first 45 (forty-five) days of the school year to seek approval for the selected goal(s). The achievement or progress toward the goal(s) may be discussed either at the end of the school year or in the following school year within the first 45 (forty-five) days of that school year. Modification of the plan after the initial approval may be done at any time by mutual agreement. The teacher and evaluator shall sign and date the modification.
2. Veteran teachers (not on an Initial License) new to the District will be considered to be in the third year of the evaluation cycle.
3. Every third year, the professional teacher will undergo a Performance Review. In a teacher's Performance Review year:
 - a. The evaluator will conduct at least one observation of the professional teacher.
 - b. The evaluator will complete a summative assessment, the Performance Review Summative Evaluation, of the professional teachers' work under the 8 (eight) Iowa Teaching Standards.
 - c. The teacher will be required to submit at least one artifact from each of the following: a student, a parent, and another teacher. The teacher may also be asked to provide additional supporting documents/artifacts to verify his/her work under the 8 (eight) Iowa Teaching Standards. The evaluator will determine on a case-by-case basis the amount of other artifacts/documentation required of the teacher.
 - d. The performance review conference shall be completed prior to the final 10 (ten) days of the school year. During this conference:

- 1) The evaluator shall document the teacher's continued competence in the Iowa teaching standards.
 - 2) If, at the conference, additional documentation, evidence, or artifacts are requested by the evaluator, a mutually agreed upon time will be set for a follow-up meeting to review said documents, evidence, or artifacts.
 - 3) For a teacher meeting the Iowa Teaching Standards, the evaluator and the teacher will begin discussion of future professional goals that might be included in the his/her next Individual Professional Development Plan.
4. Both the evaluator and the teacher shall sign and date the Performance Review Summative Evaluation. Signature of the teacher does not indicate that the teacher agrees with the content of the review, only that he/she has received a copy. The teacher has a right to respond to the Performance Review Summative Evaluation in writing and have that attached to the review when it is placed in the personnel file.
 5. When an evaluator notes concerns about the teacher's performance, but said concerns do not constitute a deficiency, the teacher and evaluator shall agree on goals for the upcoming Individual Professional Development Plan to address the concerns.

D. OBSERVATION PROCEDURES

1. At least one observation shall be for a continuous length of time no shorter than 30 minutes and shall be conducted at a mutually agreed upon date and time. No observation shall be conducted during the first 20, or last 20 days of the contract year, except by mutual agreement. No observation shall be conducted the day before or after a day of vacation or holiday, except by mutual agreement.
2. The evaluator and teacher shall mutually agree upon dates for the pre-observation conference, observation and post-observation conference meetings. The pre-observation conference must be at least two days prior to the observation. The post-observation conference must be no later than 5 days following the observation.
3. The evaluator's written observation comments shall be reviewed at the post-conference. The evaluator shall sign and date the comments. The teacher shall sign as having been given the opportunity to review the comments and date the comment sheet. The teacher's signature does not necessarily mean agreement with the comments. The teacher shall be provided a copy of the observation comments.
4. A classroom observation shall not be considered a meeting for purposes of representation.
5. Nothing shall preclude additional informal observations of the teacher's performance.

F. REPRESENTATION

The teacher may have a representative present at any meeting involving evaluation. However, the timelines shall not be delayed or disrupted. Representatives must be available within a reasonable timeframe.

G. EVALUATION SUMMARY

A professional teacher/nurse who receives a formal written evaluation that concludes the employee's performance is in part or, overall unsatisfactory may file a grievance alleging that the evaluation is incomplete, inaccurate, or unjust. The timelines and procedures of Article XV shall apply.