

PERFORMANCE APPRAISAL:
EVALUATION OF TEACHERS

DNA (R)

PROFESSIONAL
DEVELOPMENT
APPRAISAL SYSTEM
(PDAS)

A complete PDAS appraisal shall be implemented for any teacher in one of the following situations:

- The teacher is on a Probationary Contract.
- The teacher's most recent appraisal was rated less than Proficient on any domain area.
- The teacher is on an intervention (or growth) plan.
- The teacher is assigned to a different campus than the previous year.
- The teacher is new to the campus.
- The teacher requests a complete appraisal.
- The teacher has changed teaching assignments.
- The teacher is on a campus with a new principal.
- The teacher is on a campus that the superintendent mandates ineligible for waivers.

PDAS WAIVER FOR
LESS THAN ANNUAL
EVALUATIONS

Teachers, who have been rated at least proficient on their latest appraisal, with no areas rated deficient, may be appraised with PDAS every other year. The teacher and the appraiser must agree upon this waiver in writing and the waiver is valid for only one school year.

The waiver form must be signed by both parties and submitted to the Human Resources Department no later than the end of the third week of instruction. Any teacher who starts after the third week of instruction is not eligible for a waiver.

An End-of-Year Conference must be held with each teacher who waived the PDAS appraisal and the discussion must include the observations made during the Ten to Fifteen Minute PDAS Walk-Through observations and other cumulative data gathered. This conference will be documented on the End-of-Year Conference template located in *Eduphoria*, signed by both parties, and forwarded to the Human Resources Department for inclusion in the personnel

file.

Librarians, counselors, nurses and other education professionals do not qualify for a waiver and must be evaluated annually.

Based on cumulative school data, the principal may recommend to the Superintendent that any or all teachers be placed on a complete PDAS appraisal, as long as identified teachers are notified in writing prior to the first day of instruction, even though some teachers may have met the criteria for a waiver outlined above.

“NEW TO THE TEACHING ASSIGNMENT” DEFINED

“New to the Teaching Assignment”: Refers to a change in subject or grade level teaching assignment [See DNA (LOCAL)].

“NEW TO THE CAMPUS” DEFINED

“New to the Campus”: Refers to teachers who have not taught at that campus the prior year [See DNA (LOCAL)].

“NEW PRINCIPAL ASSIGNMENT” DEFINED

“New Principal Assignment”: Refers to the assignment of a new campus principal (does not apply to assignment of new campus assistant principals) [See DNA (LOCAL)].

SUMMATIVE EVALUATIONS

All summative evaluation conferences shall be scheduled during the second semester in accordance with the annual appraisal calendar.

SECOND APPRAISAL

When a teacher has received a written observation summary or written summative report with which the teacher disagrees, the teacher may request a Second Appraisal. The teacher must request a second appraisal in writing to the appraiser or the Executive Director of Human Resources within 10 working days of receiving the written report. At the discretion of the appraiser or Executive Director of Human Resources the time period may be extended to 15 working days

[See DNA LEAGAL].

Second appraisers shall be selected from a list of district administrators who are PDAS certified and have been approved by the Board of Trustees. The Executive Director of Human Resources shall be responsible for assigning all second appraisers.

The second appraiser shall have full appraisal responsibility for the remainder of the school year. This includes walk-through observations, a formal 45-minute observation and the collection of information to be included in the Summative Report.

The scores of the first appraisal and the second appraisal shall be averaged to determine the final appraisal score.

TEACHER'S SUPERVISOR The principal on each campus shall be responsible for identifying the teacher's supervisor.

WALK-THROUGH OBSERVATIONS Principals shall distinguish with teachers the difference between a Three-Minute Walk-Through Observation and a PDAS Ten-to-Fifteen Minute Walk-Through Observation annually during campus orientations.

TEN-TO-FIFTEEN MINUTE PDAS WALK-THROUGH OBSERVATIONS All campus administrators evaluating staff with the PDAS shall conduct PDAS Ten-to-Fifteen Minute Walk-Through Observations and consider them in the assessment of teacher classroom performance in the PDAS Summative Report.

Ten-to-Fifteen Minute PDAS Walk-Through Observations may only occur during the appraisal period identified on the PDAS Calendar.

THREE-MINUTE WALK-THROUGH OBSERVATIONS It is the philosophy of the District, that Three-Minute Walk-Through Observations of teachers be used as a less formal, quick survey of what is occurring in the classroom, concluding with a reflective conversation

with the teacher.

Three-Minute Walk-Through Observations may include: (1) Student Orientation; (2) Curriculum Objective; (3) Instructional Strategies; (4) Classroom Environment (“Walk the Walls” evidence of learning); and (5) Safety in the Classroom.

Three-Minute Walk-Through Observations can not be referenced in the teacher’s PDAS Summative Report.

Three-Minute Walk-Through Observations may occur at any time to include dates outside of the PDAS Calendar.

**NEGATIVE
DOCUMENTATION**

Any incident or information that may reflect negatively on PDAS must be shared in writing with the teacher within 10 business days of the occurrence.

EDUPHORIA SOFTWARE

The superintendent has approved the use of Eduphoria software for the evaluation of teachers requiring PDAS appraisal.

Electronic “signatures” shall be used to acknowledge receipt by the teacher and administrator.

ISSUE DATE: 7/13/2009