

## Centerville School District Observation and Evaluation Model

The ultimate goal of the observation or evaluation process is to improve instruction in order to continually enhance the learning environment for our students. To this end, the teacher and observer must work together to identify particular areas in which the classroom teacher's professional performance meets and/or exceed performance standards, as well as particular areas in which he or she needs to improve in order to increase student achievement.

In a worst-case scenario, the observation and evaluation process must be used to provide focused assistance for a staff member whose performance is found to be unsatisfactory and is in need of making substantial changes to their instruction.

With this in mind, a two-pathway observation process is used for all certificated staff.

- a) Leadership Pathway - All non-provisional employees whose work has been determined to meet and/or exceed performance standards shall use the Leadership Pathway process. This process consists of at least three informal observations totaling sixty (60) minutes or more to write the final evaluation. Upon written notification any time prior to February 1<sup>st</sup> by either the employee or the observer, an employee may be moved to the Guided Pathway process. Final evaluations for employees on the Leadership Pathway must be completed prior to May 15<sup>th</sup>.
- b) Guided Pathway - All provisional employees and those whose performance has been identified as unsatisfactory shall use the Guided Pathway process. Employees on the Guided Pathway shall have a minimum at least three informal observations totaling sixty (60) minutes or more and one (1) formal observations of at least thirty (30) minutes or more prior to write the final evaluation. Provisional employees shall have a formal observation completed within the first calendar ninety days of employment. Additional observations may be made as determined by the District. Informal observations may be used in conjunction with formal observations to complete the final evaluation report. Final evaluations for employees on the Guided Pathway must be completed prior to May 1<sup>st</sup> or as called for by their improvement plan (if required).

All certified employees will receive a final evaluation using the district evaluation form. The evaluation will be based on the formal and informal observations completed during the evaluation period.

## General Provisions

- a) Formal observations must be a minimum of thirty (30) minutes in length and include a scheduled post conference between the observer and the employee. Formal observations are typically scheduled.
- b) Informal observations must be a minimum of ten (10) minutes in length and do not require a post conference unless requested by either the observer or the employee. A written report of the observation must be given to the employee within two working days of the informal observation. The employee will have up to five working days to request a meeting to discuss the report. If the observer requests a meeting to discuss the observation, it will be included as part of the informal observation report. Informal observation reports will not become part of the employees permanent file, but events and activities recorded in these reports may be included in the employee's final evaluation.
- c) All teaching personnel in the school district shall be evaluated by the building principal or his/her administrative designee (hereafter called the observer), at least annually.
- d) The observer and employee shall sign all formal observation and evaluation documents. Such signature by the employee acknowledges receipt of said document only, not necessarily agreement with the statements of finding contained thereon.
- e) Copies of all observations and evaluations shall be distributed to the employee.
- f) The observation and evaluative criteria and procedures shall be distributed and explained in general meetings to all teachers.
- g) Formal observation times will not take place the week before Christmas or during the last three weeks of school unless both parties agree.
- h) Probation shall be in accordance with RCW 28A.405.100. Provisional employees need not be placed on probation (RCW 28A.405.220).