

Evaluation Process for Licensed Staff

Teachers shall be evaluated in accordance with the procedures outlined in ORS 342.850. The purpose of the evaluation is to aid the teacher in making continuing professional growth and to determine the teacher's performance of the teaching responsibilities. Teachers may be observed and evaluated with respect to their relationships with students, parents, other staff members, and members of the administration, as well as in the performance of classroom instruction. Observations and evaluations may also include regular and special assigned duties and activities.

The evaluation procedure includes the following:

1. Probationary teacher will be evaluated at least once each school year. (ORS 342.850 (1));
2. Contract teachers will be evaluated on a schedule determined by the district. In a year when no evaluation is performed, contract teachers may still receive observational data;
3. A pre-evaluation interview will be scheduled at least once each school year for all teachers. The pre-evaluation interview may occur in more than one meeting. It will include discussion of the teacher's job description and district performance standards. It may include the establishment of individual performance goals. The district's evaluation procedures will also be reviewed;
4. All teacher evaluations will be based on at least two observations and other relevant information developed by the district. (ORS 342.850 (1));
5. Teacher performance may be observed in, but not be limited to, the following ways:
 - Formal observations, which include a pre-conference meeting, an observation, and a post-conference meeting;
 - Informal or drop-in observations;
 - Observations of the performance of the teacher in any other area of job responsibility;
 - Meeting(s) with the teacher for the purpose of discussing past, present, or future assignments, activities, or performance.
6. All evaluations will be in writing on forms provided by the district. Teachers will receive a copy of the written evaluation. A post-evaluation interview will be scheduled with the teacher to discuss the results of the evaluation;

7. A written program of assistance for improvement may be established at any time, if one is needed to remedy any deficiency specified in ORS 342-865 (1)(a). The deficiencies may include inefficiency, neglect of duty, inadequate performance, or failure to comply with such reasonable requirements of the Board to show normal improvement and evidence of professional training and growth. A program of assistance shall be implemented if the Board does not extend a contract teacher's contract by March 15 of the first year of the contract;
8. A program of assistance for improvement is a written plan with reasonable specificity to:
 - Help teachers adapt and improve to meet changing demands of the Oregon Education Act for the 21st Century in ORS Chapter 329, if applicable;
 - Identify specific deficiencies in the teacher's conduct or performance;
 - Set forth corrective steps the teacher may pursue to overcome or correct the deficiencies;
 - Establish the assessment techniques by which the district will measure and determine whether the teacher has sufficiently corrected the deficiencies to meet district standards.
9. A program of assistance for improvement will utilize peer assistance whenever practicable and reasonable in order to aid teachers to better meet the needs of students. Peer assistance shall be voluntary and subject to any applicable terms of the collective bargaining agreement. No witness or document related to the peer assistance or the record of peer assistance shall be admissible in any proceeding before the Fair Dismissal Appeals Board, or in any probationary teacher non-renewal hearing before the Board under ORS 342.835, without the mutual consent of the district and the teacher provided with peer assistance;
10. Since a program of assistance is a form of intensive evaluation, any evaluation requirement set forth above is satisfied by the implementation of a program of assistance;
11. Probationary teacher non-renewal or dismissal rights are set forth in ORS 342.513 and 342.835. Contract teacher dismissal and contract non-extension rights are set forth in ORS 342.865;
12. If the district determines that continuation of a teacher's performance deficiency or problem could result in a dismissal, non-renewal, or contract non-extension recommendation, notice of such concern will be given to the teacher in a timely manner;
13. Since evaluation of teacher performance is an ongoing process, the district's administration will provide the staff with notice of observation and evaluation timelines, as well as other pertinent information about evaluation procedures;
14. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. A teacher shall have the right to attach a response, or other relevant documents, to any document in the personnel file.

See District Evaluation Procedures Handbook