

Hermon School Department

Process for Teacher Evaluation

Purpose:

Teacher evaluation is to be utilized for the purpose of remediation, promotion, continuation of contract or dismissal.

Pre-Evaluation Criteria:

- Review of job description
- Review of professional goals
- Pre-evaluation conference (formal evaluations)
- Review of past evaluations (if appropriate)

The list of pre-evaluation criteria will be completed in a reasonable period of time as agreed upon between the evaluator and the teacher.

Evaluators:

- Hermon High School Principal and Assistant Principal
- Hermon Middle School Principal
- Hermon Elementary School Principal
- Hermon School Department Director of Special Services
- Hermon School Department Superintendent of Schools

Types of Evaluation:

Formative

- Designed to develop profile of a teacher's performance through numerous observations and evaluations
- Designed to improve teacher performance

Formative I – Macroview (formal)

- Dates will be established by administrator or at the request of the teacher
- Announced, unannounced
- Forty-five minutes in length
 - The administrators have the option that if the evaluator does not see a certain aspect of the lesson that is critical to his/her evaluation, another time will be scheduled to revisit the classroom to observe this particular segment of the lesson.
- Written evaluation document provided
- Written evaluation placed in personnel file – mandatory
- Post evaluation conference – mandatory
- Teacher signs evaluation form
- Teacher provided a copy of evaluation.

Formative II – Microview (informal)

- Dates will be established by administrator or at the request of the teacher
- Announced, unannounced
- Ten – thirty minutes in length
- Written evaluation document
- Document placed in personnel file – optional
- Teacher provided copy of evaluation.

Summative

- Designed to rate the overall performance of a teacher
- Utilized for making employment decisions
- Designed to enhance teacher performance.

Self Evaluation

- To be completed by teacher
- Document to be placed in personnel file - mandatory.

Time Frames

- First and second year (probationary staff) will receive a formal evaluation prior to May 10th of any given school year.
- Third and fourth year and fifth year and beyond (continuing contract and salary agreement) teachers not being considered for renewal have a formal evaluation conducted before February 10th of any given school year; otherwise fifth year and beyond (salary agreement) teachers can be evaluated at any given time during the course of a given school year.

Criteria

- Formative evaluation will reflect selective criteria.
- Summative evaluation will include but not be limited to the following criteria –
 - Communication
 - Management skills
 - Planning
 - Interpersonal relations
 - Use of educational materials
 - Use of technology
 - Instructional skills
 - Professional responsibility
 - Professional growth
 - Student growth and development (including accelerated and remedial student need)

Criteria: (cont'd)

- Knowledge of subject matter
- School wide goals
- School department goals
- State and federal mandates
- Administrative directives
- Individual teacher goals and initiatives
- Ancillary responsibilities.

Standards:

- Administrators are directed to list positive as well as negative qualities.
- Teachers will be required to sign evaluation form to acknowledge receipt of document; however, a teacher's signature does not signify agreement with the evaluator's conclusions.
- Teachers may rebut the administrator's evaluation and that may be placed in the teacher's personnel file at his/her request.
- Remediation for teacher deficiencies shall be in place. Services will range from the support of technical personnel to professional teacher conferences and workshops to other educational resources as recommended by the building administrator. Resources may include but will not be limited to: technical personnel from the University of Maine, department heads from the Hermon School Department, team leaders from the Hermon School Department, resource people associated with the Learning Results, conceptually based learning, work sampling as well as resource people who specialize in behavioral and conflict management issues.

Frequency:

First and Second Year (Probationary Contract) Teacher –

- Formal -- minimum of two times per year during each year of the first and second year (probationary status period)
- Informal -- to be determined by principal or at the request of a teacher
- Self-evaluation – minimum of one per year during each year of the first and second year (probationary status period)
- Each first and second year (probationary) teacher will receive a summative evaluation in narrative form. They may also receive a check list targeting skills that are either commendable or need to be improved.

Third Year and Beyond (Continuing Contract and Salary Agreement) Teachers

- Formal – minimum of one time per year during each year of the third and fourth year (continuing contract status period), then every other year for fifth year and beyond (salary agreement teachers).
- Informal – to be determined by principal or at the request of a teacher
- Self evaluation – minimum of one per year during each year of the third and fourth year (continuing contract status period); it then becomes optional for teachers in fifth year and beyond (salary agreement teachers) in each of the years the teacher is evaluated.
- Third year and beyond (continuing contract and salary agreement) teachers will receive summative evaluations in narrative form.

NOTE: This evaluation tool is to be reviewed in two years.