

**South Central Nebraska
Unified School District #5**

**Teacher Evaluation
Administrative
Procedures**

ADMINISTRATOR PLAN FOR TRAINING

All administrators will be trained each year on implementing South Central Nebraska Unified School District's Teacher Evaluation Process. Each administrator will be trained on each of the following
NDE Rule 10-007.06A1f

1.	Key terms essential in carrying out the evaluation of staff.....	4
2.	Purpose and goals of teacher evaluation.....	5
	a. Raise the Quality of Instruction.....	5
	b. Identify Strengths and Weaknesses in individual teachers.....	5
	c. Raise standards of the teaching profession.....	5
	d. Aid the individual teacher's growth professionally.....	5
	e. Ensure to the students and patrons of South Central Nebraska Unified District #5 that the certificated staff is meeting the standards of instruction as identified in District goals.....	5
3.	Process of evaluating staff.....	6
	a. Probationary Staff.....	6
	i. Evaluated once per semester.....	6
	ii. Evaluated for one full instructional period.....	6
	b. Permanent Staff.....	6
	i. Evaluated once per year.....	6
	ii. Evaluated for one full instructional period.....	6
4.	How to use the Criteria Measured on the Teacher Evaluation Instrument.....	7
	a. Instructional Performance.....	7
	b. Classroom Organization and Management.....	7
	c. Personal and Professional Conduct.....	7
5.	Necessary documentation needed to carry out the evaluation of staff..	8
	a. Provide a written summary of Strengths.....	8
	b. Provide a written summary of deficiencies.....	8
	c. Provide a written summary of specific means for correcting the noted deficiencies.....	8
	d. Provide an adequate Timeline for implementing the suggestions for improvement.....	8
6.	Allow staff to write a written response within seven calendar days following the evaluation.....	8
7.	Discipline of Staff.....	9
	a. Counseling.....	9
	b. Oral Reprimand.....	9
	c. Written Reprimand.....	9

	d. Suspension without Pay.....	9
8.	Cancellation or Amendment of a Certified Contract during the year for any of the following:.....	11
	a. Upon revocation or suspension of a certificate by the State Board of Education.....	11
	b. Breach of any of the material provisions of the teacher's contract.....	11
	c. Any of the reasons set forth in the employment contract.....	11
	d. Incompetency.....	11
	e. Neglect of duty.....	11
	f. Unprofessional conduct.....	11
	g. Insubordination.....	11
	h. Immorality.....	11
	i. Physical or mental incapacity.....	11
9.	Probationary certificated employee amendment or non-renewal at the end of the year.....	13
	a. Notified by April 15.....	13
10.	Permanent certificated employee amendment or termination at the end of the year.....	15
	a. Notified by April 15.....	16
11.	Training Plan for Administrators.....	17

KEY TERMS

Certificated employee means and includes all teachers and administrators as defined in section 79-101, other than substitute teachers, who are employed one-half time or more by any class of school district Nebraska State Statute 79-824

Probationary certificated employee means a teacher who has served under a contract with the school district for less than three successive school years in any school district Nebraska State Statute 79-824

Permanent certificated employee means a teacher or administrator who has served the probation period as defined in this section Nebraska State Statute 79-824

Just cause means:

- (a) Incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills
- (b) neglect of duty
- (c) unprofessional conduct
- (d) insubordination; (e) immorality
- (f) physical or mental incapacity
- (g) failure to give evidence of professional growth as required in section 79-830
- (h) other conduct which interferes substantially with the continued performance of duties; Nebraska State Statute 79-824

Satisfactory means the teacher met the district standard of performance. SCNUSD5 Teacher Evaluator's Summary Report

Unsatisfactory means the teacher did not meet the district standard of performance. SCNUSD5 Teacher Evaluator's Summary Report The Evaluator will note the deficiency in writing, identify a specific means for the correction of the noted deficiency, and provide an adequate timeline for implementing the concrete suggestions for improvement. NDE Rule 10-007.06A1d

Cancellation of Contract means the certificated employee's contract is being cancelled immediately.

Non-Renewal of Contract means the probationary teacher's contract is not being renewed.

Termination of Contract means the permanent teacher's contract is not being renewed.

PURPOSE AND GOALS OF TEACHER EVALUATION

The South Central Nebraska Unified School District #5 Board of Education delegates to the administration the responsibility of developing, organizing and implementing a program for evaluation of the certificated instructional staff. South Central Nebraska Unified School District #5 Policy 4118

Statement of Purpose The evaluation of the certificated staff shall serve five (5) purposes:

- 1. To raise the quality of instruction and educational service to the student of the South Central Nebraska Unified School District #5 School District**
- 2. To identify strengths and weaknesses present in the individual teacher or as they relate to the instructional program**
- 3. To raise the standards of the teaching profession**
- 4. To aid the individual teachers growth professionally**
- 5. To ensure to the students and patrons of the South Central Nebraska Unified School District #5 that the certificated staff is meeting the standards of instruction as identified in the District's goals. South Central Nebraska Unified School District #5 Policy 4118**

Procedure for Certificated Staff Evaluation Certificated staff shall be evaluated upon specific criteria that are tied to the instructional goals of the school district. South Central Nebraska Unified School District #5 Policy 4118

The evaluation instrument shall be designed primarily for the improvement of instruction. The evaluation instrument shall include defined standards for the measurement of:

- A. Instructional Performance NDE Rule 10-007.06A1c(1)
- B. Classroom Organization and Management NDE Rule 10-007.06A1c(2)
- C. Personal Conduct NDE Rule 10-007.06A1c(3)
- D. Professional Conduct NDE Rule 10-007.06A1c(3) South Central Nebraska Unified School District #5 Policy 411

PROCESS OF EVALUATING STAFF

Duration and frequency of observations and evaluations

Probationary certificated staff

- shall be formally observed and evaluated at least **once each semester.**
- Each **formal** observation shall be **for one full instructional period** or its equivalency.

Permanent or tenured certificated staff

- shall be formally observed and evaluated at least **once each year** or as determined by the staff supervisor.
- Each formal observation shall be for **one full instructional period** or its equivalency.

CRITERIA MEASURED ON THE TEACHER EVALUATION INSTRUMENT

Procedure for Certificated Staff Evaluation Certificated staff shall be evaluated upon specific criteria that are tied to the instructional goals of the school district. South Central Nebraska Unified School District #5 Policy 4118

The evaluation instrument shall be designed primarily for the improvement of instruction. The evaluation instrument shall include defined standards for the measurement of:

A. Instructional Performance NDE Rule 10-007.06A1c(1)

Standards of Performance (Including but not limited to the following item)

1. Communicates clearly and accurately with students.
2. Uses a variety of instructional techniques.
3. Uses questioning skills effectively.
4. Individualizes instruction.
5. Sets high expectations for student achievement.
6. Evaluates and provides feedback on student performance.
7. Encourages student interest and displays enthusiasm.

B. Classroom Organization and Management NDE Rule 10-007.06A1c(2)

Standards of Performance (Including but not limited to the following item)

1. Creates a positive learning environment through classroom expectations.
2. Demonstrates evidence of planning and organization.
3. Manages student behavior in whole group, small group, and individual settings.
4. Maximizes student time on task.
5. The appearance of the classroom is conducive to student learning.

C. Personal Conduct & Professional Conduct NDE Rule 10-007.06A1c(3)

Standards of Performance (Including but not limited to the following item)

1. Interacts in a professional manner with staff, parents, and students.
2. Seeks out and participates in relevant professional growth activities.
3. Follows district policies and procedures.
4. Is supportive of the total school program.

WRITTEN COMMUNICATION & DOCUMENTATION

Formal evaluations for probationary and permanent or tenured certificated staff shall be documented in the following manner:

- A. *Based upon the observations and other relevant information*
- B. *Can include a summary of walk through data (anecdotal notes) collected for up to one-year*
- C. *the evaluator shall prepare a written evaluation summary or report using the Evaluator's Summary Report*
- D. *The evaluation summary or report shall provide for written communication to the evaluated certificated staff indicating*

1) STRENGTHS

2) DEFECIENCIES

3) SPECIFIC MEANS FOR CORRECTING THE NOTED DEFECIENCIES

4) ADEQUATE TIME LINE FOR IMPLEMENTING THE SUGGESTIONS FOR IMPROVEMENT

The process provides for the certificated staff to offer a written response to the evaluation on page 2 of the Evaluation Instrument. Ensure the teacher being evaluated receives a copy of the evaluation. Their signature indicates receipt of the evaluation, and does not indicate agreement with it. If they disagree with any of the facts or conclusions stated in the evaluation, they have the opportunity to set forth their position in writing within seven calendar days.

DISCIPLINE OF STAFF

The Superintendent or Principal may take the following actions with regard to a certificated employee's performance or conduct which is deemed reasonably necessary to assist the certificated employee and further school purposes Nebraska State Statute 79-826.

- (1) Counseling
- (2) Oral reprimand
- (3) Written reprimand
- (4) Suspension without pay for not to exceed 30 working days

Prior to taking any action on Counseling

- (1) Advise the certified employee of the alleged reasons for the proposed action in writing.
- (2) Provide the certified employee the opportunity to present the certificated employee's version of the facts.

Prior to taking any action on an Oral Reprimand

- (1) Advise the certified employee of the alleged reasons for the proposed action in writing.
- (2) Provide the certified employee the opportunity to present the certificated employee's version of the facts.

Prior to taking any action on a Written Reprimand

- (1) Advise the certified employee of the alleged reasons for the proposed action in writing.
- (2) Provide the certified employee the opportunity to present the certificated employee's version of the facts.
- (3) Certified Employee may proceed under the district's grievance procedure.
- (4) After action is taken, the certified employee may within seven (7) days after receipt of the notice, challenge the decision through the administrative chain of command.

Prior to taking any action on a Suspension without pay

- (1) Advise the certified employee of the alleged reasons for the proposed action in writing.
- (2) Provide the certified employee the opportunity to present the certificated employee's version of the facts.
- (3) Within seven (7) days after receipt of the notice, the certified employee may make a written request to the secretary of the school board or the superintendent for a formal due process hearing under section 79-832. If such a request is not delivered within such time, the action of the superintendent or the superintendent's designee shall become final

CANCELLATION OR AMENDMENT OF A CERTIFIED CONTRACT DURING THE YEAR

Certificated employee; contract cancellation or amendment; reasons; procedures. Nebraska State Statute 79-827.

(1) The contract of any certificated employee may be canceled or amended by a majority of the members of the school board during the school year for any of the following reasons:

- (a) Upon revocation or suspension of a certificate by the State Board of Education of any certificated employee whose duties require such a certificate
- (b) breach of any of the material provisions of the teacher's or administrator's contract
- (c) for any of the reasons set forth in the employment contract
- (d) incompetency
- (e) neglect of duty
- (f) unprofessional conduct
- (g) insubordination
- (h) immorality
- (i) physical or mental incapacity.

(2) If the school board or the superintendent or superintendent's designee of any

school district determines that it is appropriate to consider cancellation of a certificated employee's contract during the school year for the reasons set forth in subsection (1) of this section, the certificated employee shall be notified in writing of the alleged grounds for cancellation of the contract and that such certificated employee's contract may be canceled. Within seven calendar days after receipt of such notice, the certificated employee may make a written request to the secretary of the school board or to the superintendent or superintendent's designee for a hearing.

(3) Prior to scheduling of action or the hearing, if requested, the notice of possible cancellation and the reasons supporting possible cancellation shall be considered a confidential employment matter subject to the provisions of sections 79-539, 79-8,109, and 84-1410 and shall not be released to the public or any news media.

(4) This section does not prevent the suspension from duty with pay of a certificated employee pending a decision on the cancellation of the contract.

PROBATIONARY CERTIFICATED EMPLOYEE AMENDMENT OR NON-RENEWAL AT THE END OF THE YEAR

Probationary certificated employee; probationary period; evaluation; contract amendment or nonrenewal; procedure. Nebraska State Statute 79-828.

(1) The contract of a probationary certificated employee shall be deemed renewed and remain in full force and effect unless amended or not renewed in accordance with sections 79-824 to 79-842.

(2) The purpose of the probationary period is to allow the employer an opportunity to evaluate, assess, and assist the employee's professional skills and work performance prior to the employee obtaining permanent status.

All probationary certificated employees employed by Class I, II, III, and VI school districts shall, during each year of probationary employment, be evaluated at least once each semester, unless the probationary certificated employee is a superintendent, in accordance with the procedures outlined below:

The probationary employee shall be observed and evaluation shall be based upon actual classroom observations for an entire instructional period. If deficiencies are noted in the work performance of any probationary employee, the evaluator shall provide the teacher or administrator at the time of the observation with a list of deficiencies, a list of suggestions for improvement and assistance in overcoming the deficiencies, and followup evaluations and assistance when deficiencies remain.

(3) If the school board or the superintendent or superintendent's designee determines that it is appropriate to consider whether the contract of a probationary certificated employee should be amended or not renewed for the next school year, such certificated employee shall be given written notice that the school board will consider the amendment or nonrenewal of such certificated employee's contract for the ensuing school year. Upon request of the certificated employee, notice shall be provided which shall contain the written reasons for such proposed amendment or nonrenewal and shall be sufficiently specific so as to provide such employee the opportunity to prepare a response and the reasons set forth in the notice shall be employment related.

(4) The school board may elect to amend or not renew the contract of a

probationary certificated employee for any reason it deems sufficient if such nonrenewal is not for constitutionally impermissible reasons, and such nonrenewal shall be in accordance with sections 79-824 to 79-842. Amendment or nonrenewal for reason of reduction in force shall be subject to sections 79-824 to 79-842 and 79-846 to 79-849.

(5) Within seven calendar days after receipt of the notice, the probationary certificated employee may make a written request to the secretary of the school board or to the superintendent or superintendent's designee for a hearing before the school board.

(6) Prior to scheduling of action or a hearing on the matter, if requested, the notice of possible amendment or nonrenewal and the reasons supporting possible amendment or nonrenewal shall be considered a confidential employment matter as provided in sections 79-539, 79-8,109, and 84-1410 and shall not be released to the public or any news media.

(7) At any time prior to the holding of a hearing or prior to final determination by the school board to amend or not renew the contract involved, the probationary certificated employee may submit a letter of resignation for the ensuing year, which resignation shall be accepted by the school board.

(8) The probationary certificated employee shall be afforded a hearing which shall not be required to meet the requirements of a formal due process hearing as set forth in section 79-832 but shall be subject to section 79-834.

PERMANENT CERTIFICATED EMPLOYEE AMENDMENT OR TERMINATION AT THE END OF THE YEAR

Permanent certificated employee; contract amendment or termination; reasons. Nebraska State Statute 79-829.

The contract of a permanent certificated employee shall be deemed continuing and shall be renewed and remain in full force and effect unless amended or terminated in accordance with the provisions of sections 79-824 to 79-842. The school board by a vote of the majority of its members may determine that such permanent certificated employee's contract shall be amended or terminated for any of the following reasons:

- (1) Just cause as defined in section 79-824
- (2) reduction in force as set forth in sections 79-846 to 79-849, or change of leave-of-absence policies
- (3) failure of the certificated employee upon written request of the school board or the administrators of the school district to accept employment for the next school year within the time designated in the request, except that the certificated employee shall not be required to signify such acceptance prior to March 15 of each year; or
- (4) revocation or suspension by the State Board of Education of the certificate of a certificated employee whose duties require such a certificate.

Certificated employee; contract amendment, termination, nonrenewal, or cancellation; notice; hearing. Nebraska State Statute 79-831.

Any probationary or permanent certificated employee whose contract of employment may be amended, terminated, or not renewed for the next school year shall be notified in writing on or before April 15 of each year of such possible action on the contract. If the certificated employee wishes a hearing, a written request shall be sent to the secretary of the school board or the superintendent of schools or the superintendent's designee within seven calendar days after receipt of the written notice. Unless (1) continued by written agreement between the parties or their representatives as provided in this section or (2) a hearing officer is utilized as provided in sections 79-840 to 79-842, final action by the school board must be taken on or before May 15 of each year. If a hearing on amendment, nonrenewal, cancellation, or termination is not requested within the time provided for in sections 79-824 to 79-842, the school board shall make a final determination. With regard to all hearings provided for under such sections, either formal due process hearings or informal hearings, the certificated employee shall be advised in writing at least five days prior to the date of hearing of the date, time, and place of the hearing. Except as provided in section 79-840, all such hearings shall be held within thirty days of the date of the request for hearing. The parties or their representatives by mutual agreement, confirmed in writing, may extend the times for hearings or final determinations by the board under sections 79-824 to 79-842.

TRAINING PLAN FOR ADMINISTRATORS

The Superintendent of Schools shall be responsible for *developing and updating appraisal procedures* that shall be approved by the Board of Education.

- **All evaluators** shall be **annually trained** to use the evaluation procedure employed in the school district.
- The **training** shall be **conducted by the Superintendent or his/her designee.**
- Evaluator Certification
 - **All evaluators shall possess a valid Nebraska Administrative certificate.** Evaluation Summary or Report
- **Certificated staff shall be evaluated using the evaluation summary or report approved by the South Central Nebraska Unified School District #5 Board of Education.**
- Communication Procedure
 - **The evaluation procedure shall be annually communicated, in writing, to the certificated staff.**

EVALUATOR'S SUMMARY REPORT

Teacher _____ Grade/Subject _____

Date & Time Observed _____ Date Met _____

RATINGS: S - SATISFACTORY; U - UNSATISFACTORY

	S	U
Instructional Performance		

Standards of Performance (Including but not limited to the following items.)

1. Communicates clearly and accurately with students.
2. Uses a variety of instructional techniques.
3. Uses questioning skills effectively.
4. Individualizes instruction.
5. Sets high expectations for student achievement.
6. Evaluates and provides feedback on student performance.
7. Encourages student interest and displays enthusiasm.

Comments:

	S	U
Classroom Organization and Management		

Standards of Performance (Including but not limited to the following items.)

1. Creates a positive learning environment through classroom expectations.
2. Demonstrates evidence of planning and organization.
3. Manages student behavior in whole group, small group, and individual settings.
4. Maximizes student time on task.
5. The appearance of the classroom is conducive to student learning

Comments:

	S	U
Personal and Professional Conduct		

Standards of Performance (Including but not limited to the following items.)

1. Interacts in a professional manner with staff, parents, and students.
2. Seeks out and participates in relevant professional growth activities.
3. Follows district policies and procedures
4. Is supportive of the total school program.

Comments:

I acknowledge receiving a copy of this evaluation. My signature merely indicates receipt of the evaluation, and does not indicate agreement with it. I understand that if I disagree with any of the facts or conclusions stated in the evaluation, I have the opportunity to set forth my position in writing within seven calendar days.

Evaluator(s) _____ Title Principal

Teacher _____ Date _____

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

The undersigned hereby acknowledges that (s)he has received TRAINING OF TEACHER EVALUATION POLICIES AND PROCEDURES for the 20____ - 20____ school year and understands the contents and expectations thereof.

DATED this ____ day of _____, 20____.

Signature of Teacher

Signature of Principal