

Marion County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	Evaluation	5.109	01/01/12
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		5.109	04/24/01

The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the part of the director of schools and administrative and supervisory personnel.

The Board shall use a state-approved model for evaluating administrative and supervisory personnel and shall approve standard forms to be used in evaluating support personnel.

The director of schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

LICENSED TEACHING PERSONNEL

The Board shall use guidelines developed by the State Board of Education for implementation of an approved evaluation system. Annual evaluation shall be made of apprentice teachers who have not gained tenure and a professional license. Professionally licensed educators will be evaluated at least twice during the life of the license.¹

If the state-approved model is not used, the Board shall submit to the Commissioner of Education for approval, an evaluation plan with implementation procedures, validation procedures and training plans. The evaluation plan shall be reviewed at least annually for improvement and revision. All changes in the evaluation system shall be submitted by July 1 prior to the proposed implementation year.

The Board shall annually submit for state review and approval, the evaluations and recommendations of all apprentice teachers who are in their **final** apprentice year.² Evaluation deadlines for first and second year apprentice teachers and professionally licensed teachers shall be *determined by Board*.³

Teachers shall be evaluated for the following purposes:

1. Accountability - to assure that evaluation considers the effectiveness in the classroom and in the school.
2. Professional Growth- to provide a focus for professional growth in an area(s) which has the greatest capacity for facilitating student performance.
3. Cohesive School Structure- to increase and focus the dialogue within schools on the goal(s) of improved services to students.⁴

Evaluations will be conducted by a school administrator and/or designee(s). All evaluators shall be trained and certified through state-sanctioned training in the evaluation procedures before conducting evaluations. The principal shall be responsible for the final evaluation decision.⁴

Evaluations shall use multiple data sources which include but are not limited to:

1. Classroom or position observations including planning and reflecting information and/or review;
2. Review of previous evaluations and an educator self-assessment;
3. Conferences;
4. Examination of professional growth;
5. Review of indicators of student progress; and
6. Examination of assessment techniques, results and applications.
7. State Board of Education Approved Achievement Measures: Expanded Options not to exceed 15%. For further reference see pages 3-4.

As part of the evaluation process, a growth plan shall be developed for all teachers. The plan shall be developed collaboratively by the teacher and the immediate supervisor and/or principal. The plan shall include identified area(s) for growth, action plan, and progress reporting procedures. 4

NON-LICENSED PERSONNEL

Newly hired non-licensed administrative/support personnel shall be evaluated once during the evaluation period (up to 90 days) and at least one (1) additional time following successful completion of the evaluation period during the first year of employment. Support personnel employed for more than one (1) year shall be evaluated at least once a year.

Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

Legal References:

1. TRR/MS 0520-1-.2-.Q1
2. TRR/MS 0520-2-1-.03
3. TRR/MS 0520-2-1-.02(1)(c)
4. TRR/MS 0520-2-1-.02

Cross References:

- Job Descriptions 5.103
Orientation and Probation 5.107

15% Approved Achievement Measures: Expanded Options

This document expands on the Approved Measures Matrix by the State Board of Education. The expanded types and options will be available for selection in the TEAM Data System. The options listed for "off the shelf" assessments are the most commonly used assessments statewide; this is not meant to be an exhaustive list of all options within each approved measure. Other "Off the shelf" measures may be selected as long as they are used statewide or nationally. The agreed-upon measure should be a measure aligned as closely as possible to the educator's primary responsibility.

Approved Measure	Types	Options	
State Assessments	TCAP	<ul style="list-style-type: none"> • Math ○ Reading ○ Science ○ Writing (5, 8, 11) ○ Social Studies <p>*All TCAP tests could have ALT-MAAS, All-Portfolio, ELDA, and ELSA qualifications</p>	
	End of Course Exams	<ul style="list-style-type: none"> English I ○ English II ○ English III ○ Algebra I ○ Algebra II U.S. History • Biology I <p>*All End of Course Exams could have an Alternative Performance Based Measurement</p>	
School-wide TVAAS	TVAAS all <ul style="list-style-type: none"> ○ TVAAS literacy and numeracy ○ TVAAS literacy • TVAAS numeracy 		
ACT/SAT Suite of Assessments	ACT	EXPLORE <ul style="list-style-type: none"> • PLAN • ACT 	
	SAT	<ul style="list-style-type: none"> • SAT • PSAT 	
"Off the Shelf" Assessments	Commonly used throughout the state and/or nationally	<ul style="list-style-type: none"> • AIMS Web Children's Progress Academic Assessment Station DIBELS ○ Discovery Ed/Thinklink ○ DRA ○ MAP 	<ul style="list-style-type: none"> • ELDA • CTE Competency Attainment Linguafolio • STAMP ○ NOELLA ○ National Latin Exam

		<ul style="list-style-type: none"> o STAR Early literacy o STAR Reading o STAR Math o SAT10 o Terranova o Fountas-Pinell o GOLD Assessment o Kindergarten Readiness o Scholastic Suite of Assessments 	<ul style="list-style-type: none"> o National Greek Exam o Michigan Model o Learning.com o Voyager o Limelight o Classworks o OTHER**
AP/IB/NIC Suites of Assessments	Advanced Placement		
	International Baccalaureate		
	National Industry Certification (CTE)		
Graduate Rate/CTE Concentrator Graduation Rate	School Graduation Rate		
	CTE Concentrator Graduation Rate		
Postsecondary matriculation/persistence/placement	Postsecondary Matriculation		
	Postsecondary Persistence		
	Postsecondary Placement		
Completion/Success in Advanced coursework, including dual credit and dual enrollment	Dual Credit		
	Dual Enrollment		
9th grade promotion to the 10th grade/9th grade retention rate	9th grade promotion rate to 10th grade		
	9th grade retention rate		

**Note: Other "off-the-shelf" assessments may be used. This list includes "off-the-shelf" assessment options used most commonly statewide and is not meant to be an all encompassing list.