

TEACHER PERFORMANCE EVALUATION SIGNIFICANT DEFICIENCY NOTED

The work performance of all non-tenured teachers is to be evaluated by appropriate administrative personnel according to the instructions below and the requirements of the JCBE-JCTA Agreement. The work performance of all tenured teachers is to be evaluated at least every three years. The major purposes of the evaluation process are recognition and improvement of job performance.

General Instructions for Teacher Evaluation When Significant Deficiencies Noted

1. Both tenured and non-tenured teachers are documented using Form D:
 - a. Each tenured teacher is to be evaluated at least once every three years using the Comprehensive Teacher Performance Evaluation (Form D) including when significant deficiencies in teacher work performance are observed.
 - b. Each non-tenured contract teacher is to be evaluated annually using the Comprehensive Teacher Performance Evaluation (Form D).
2. No later than the end of the first month of each year, a pre-observation conference is to be held with each teacher to discuss job expectations and applicable evaluation criteria, forms and procedures. This requirement may be satisfied in either a group format (faculty/team meeting) or in an individual conference format. An individual pre-observation conference is to be summarized on a Formative Evaluation Form E-2. A meeting agenda which includes a notation regarding discussion of Teacher Evaluation will satisfy documentation of a group format.
3. All monitoring or observation of work performance of a teacher is to be conducted openly and with the full knowledge of the teacher.
4. The teacher is to be notified in advance of the time and date of one (1) observation for evaluative purposes.
5. Observations by the evaluator are required prior to the summative evaluation of a teacher's work performance.
6. In a conference held to discuss an observation, the evaluator is to acknowledge both the strengths as well as the deficiencies of the teacher and is to note all data used to support the conclusions reached.
7. The evaluator is to provide/suggest materials, staff resources, and ideas designed to assist the teacher to improve and is to make a fair and objective effort to determine whether deficiencies have been corrected.
8. When significant deficiencies (those which could be grounds for the non-renewal or termination of a teacher's contract) in work performance are observed, the General Instructions are to be followed, and
 - a. the appropriate department head and the Director of Employee Relations are to be consulted and copies of Form E-1 submitted for review before being given to the teacher,
 - b. a conference is to be held with the teacher,
 - c. the teacher is to be notified in writing (Form E-1) that deficiencies have been observed requiring the completion of a Comprehensive Teacher Performance Evaluation,
 - d. the deficiencies are to be identified and discussed,
 - e. professional staff services and/or materials which the teacher may use to help correct the deficiencies are to be identified, and
 - f. a staff person who will not evaluate the teacher is to be identified from whom the teacher may seek advice.
9. Evaluations of teachers observed to have significant deficiencies in work performance are to be conducted in such a manner as to allow a reasonable amount of time for deficiencies to be corrected prior to completion of the Comprehensive Teacher Performance Evaluation Form D (submitted for review prior to being issued to the teacher).
10. Observations of teachers identified as having significant deficiencies in work performance are to be:
 - a. conducted for a minimum of four (4), thirty (30)-minute periods of time during which the teacher is performing job responsibilities,
 - b. conducted over a twelve (12)-week period (60 worked days) beginning with the date of the notification, and
 - c. followed within five (5) days of each observation by a conference with both the observation and conference to be summarized in writing (Form E-2).
11. When significant deficiencies in work performance are recurring but do not lend themselves to a thirty (30)-minute observation, the teacher is to be notified in writing (Form E-1) of the deficiency with a timeline established of no longer than forty-five (45) worked days for correcting the deficiency, periodic conferences held and summarized (Form E-2), professional staff and/or materials identified, and a Comprehensive Teacher Performance Evaluation (Form D) completed.
12. All summative evaluations are to be in narrative style.

13. A conference is to be held to discuss the summative evaluation when it is received by the teacher, focusing on strengths and areas needing improvement.
14. The teacher may request observations by another teacher trained in the teacher's content area or by a curriculum content specialist. The selection of the observer shall, if possible, be determined through mutual agreement by the evaluator and the evaluatee. The teacher who exercises this option must do so, in writing to the evaluator, by no later than February 15 of the academic year in which the summative evaluation occurs. If the evaluator and the evaluatee have not agreed upon the selection of the observer within five (5) working days of the teacher's written request, the evaluator shall select the third-party observer.
15. Notifications of deficiencies, E-2 conference summaries, and performance evaluation forms are to be completed in triplicate with one (1) form retained by the evaluator, one (1) form provided to the teacher, and one (1) form for inclusion in the teacher's personnel file forwarded first to the appropriate department head for review.
16. When failure to satisfactorily correct deficiencies leads to a recommendation for termination or non-renewal of a teacher's contract, the Professional Growth Plan section shall be marked "not applicable" since the deficiency has not been corrected satisfactorily.
17. When significant improvement of noted deficiencies is observed, the Professional Growth Plan section is to be marked appropriately.