

## **BALDWIN-WHITEHALL SCHOOL DISTRICT**

### **PLAN FOR EVALUATION OF PROFESSIONAL PERSONNEL**

#### **OVERVIEW**

The Baldwin-Whitehall School District and the Baldwin-Whitehall Education Association have worked collaboratively to develop a Formal Observation and Differentiated Supervision model to be implemented beginning with the 2015-2016 school year.

#### **FORMAL OBSERVATION**

Formal Observations will occur using the PDE endorsed Danielson Framework for Teaching (2007 or later editions). All temporary professional employees, professional employees new to the district, and professional employees in the differentiated supervision model formal observation year will be formally observed using the current electronic observation tool.

Formal Observation of the teacher practice is accomplished through formal and informal observations measured by research supported best practices: Danielson's *Framework for Teaching*. The assessment supported by Danielson's *Framework for Teaching* and other observational data is **formative**. The collaborative reflections of the observational data may focus the efforts of the teacher on a professional development plan to improve instructional practices and student achievement.

Pennsylvania Department of Education has recognized Charlotte Danielson's *Framework for Teaching* as the model for the supervision of classroom teachers. Classroom observations by the principal/supervisor will include demonstrated behaviors associated with improving student achievement. There are four (4) Domains that describe the effective teaching process:

- **Domain 1 - Planning and preparation**, including selecting standards-based lesson goals and designing effective instruction and assessment;
- **Domain 2 - Classroom environment**, including establishing a culture for learning and appropriate classroom management techniques that maximize instructional time;
- **Domain 3 - Instruction**, including the use of research-based strategies which engage students in meaningful learning and utilize assessment results to make decisions about student needs; and
- **Domain 4 - Professional responsibilities**, including using systems for managing student data and communicating with student families.

**A Formal Observation will** include the following three elements:

1. A **Pre-observation conference will** be held before the observation. Prior to the pre-conference, the teacher will provide the observer a copy of the lesson plan (Domain 1). The teacher will add additional input to the lesson plan that emerges from the pre-observation conference.
  2. The **Observation conference will** begin with the observer arriving prior to the start of the lesson. The evaluator provides the teacher a completed observation form as soon as possible after the observation. Prior to the post conference, the teacher will complete a self-assessment rubric for the observer prior to the post-conference.
  3. The **Post-observation conference will** be held in a reasonable timeframe after the observation. At the post-observation conference, the comparison of the observer's report and the teacher's summary will be reviewed. The evaluator notes the components of agreement and then invites the teacher to take the lead in discussing the other components where agreement does not occur.
- ❖ An administrator may conduct unannounced observations.

#### **REASONABLE EXPECTATIONS FOR TIMELINES:**

Day 1	Notification for Observation
Day 2 – 3	Pre-conference Planning
Day 4	Pre-conference Meeting
Day 5	Review and Revise
Day 6	Formal Observation
Day 7-9	Post-observation Reflection
Day 10	Post-conference

#### **INFORMAL OBSERVATIONS**

Informal Observations may include, but are not limited to, the following: walkthroughs, presentations, meetings, communications, and other evidence of classroom practice.

#### **INTENSIVE SUPERVISION**

Intensive Supervision involves three consecutive days following the Formal Observation protocol of the same class during the same time frame each day.

## **DIFFERENTIATED SUPERVISION**

Differentiated Supervision recognizes the level of experience, the effectiveness, and professionalism of teachers as well as the intensity and time commitment to the Formal Observation. Professional employees will develop an action plan for professional development unique to their needs and interests. Professional employees in Differentiated Supervision do require an overall performance rating in each domain and must receive an annual rating.

The differentiated supervision model provides options for teachers who have:

- Completed three satisfactory years of teaching in the district,
- Obtained a Level II certificate,
- Received a “Satisfactory” rating in all categories the previous two years, and
- Demonstrated “Proficient” or “Distinguished” teaching on the 82-1 document

Any professional employee who received an “Unsatisfactory” rating in any area during the past two years or a “Needs Improvement” or “Failing” on the 82-1 is not eligible for the Differentiated Supervision Model until the criteria listed above has been met.

## **PROFESSIONAL EMPLOYEE**

A professional employee in the differentiated supervision model will receive a “Formal Observation” once during each three year period. The administration will conduct Informal Observations on ALL employees each year. BWSD administration reserves the right to remove a professional employee from the differentiated supervision model, with cause, and complete a formal observation at any time.

## **TEMPORARY PROFESSIONAL EMPLOYEES (TPEs) AND TEACHERS NEW TO THE DISTRICT**

A temporary professional employee will receive a “Formal Observation” twice each year for three consecutive years until tenure is obtained. In the first year, one of the formal observations must be an “Intensive Supervision.” A teacher new to the district will receive two formal observations, including one Intensive Supervision. In addition, Informal Observations will occur throughout each year. The district reserves the right to complete more than one Intensive Supervision for non-tenured and teachers new to the district at any time.

## **EXPECTATIONS FOR TIMELINES:**

1. Are required to complete Intensive Supervision\* in either the first or second semester.
2. Will be formally observed bi-annually.
3. The first formal observation must occur prior to the end of the calendar year (December).
4. The 82-1 must be completed prior to the end of the 1<sup>st</sup> semester.
5. The second formal observation must be completed prior to May 15<sup>th</sup>.
6. The second 82-1 must be completed prior to the end of the second semester.

## **NEEDS IMPROVEMENT:**

1. If a “Needs Improvement” is given, the district must provide the employee 24 hours notice for the meeting.
2. An “Administrative Letter of Concern” will be issued to the employee.
3. The employee will receive Intensive Supervision during the semester immediately following the semester in which the “Needs Improvement” was given.
4. The building administrator and professional employee will develop a Guided Differentiated Supervision Action Plan.
5. If/when a second “Needs Improvement” is given, the district must provide the professional employee 24 hours notice of the meeting.
6. A formal “Plan of Improvement” will be developed after the second “Needs Improvement” is given.

As identified in Act 82 of 2012, a professional employee’s evaluation is a combination of:

- Observation/Practice
- Building-Level Data
- Teacher-Specific Data
- Elective Data

## **PROCEDURES FOR APPEALING THE EVALUATION OR RATING**

In the event a professional employee is dissatisfied with the evaluation or rating, the employee must appeal through the implementation of the appeal procedures.

## **APPEAL PROCEDURES**

**Statement of Objection:** The employee may write a letter of explanation or clarification and have it attached to the 82-1 (or other state document) without requesting a formal review.

## **REVIEW PROCEDURE**

### **Step One**

1. The professional employee will request a review by completing the Evaluation Review Form and submit the form to the principal.
2. The principal will schedule a conference within five school days of the receipt of the request. A BWEA representative or other counsel may be present at the discretion of the professional employee.
3. The principal will render the decision, in writing, within five school days after the conference. One copy of the decision will be placed in the professional employee's file, and the original will be sent to the professional employee.

### **Step Two**

1. The professional employee may appeal the principal's decision directly to the assistant superintendent. The appeal must be in writing on the Evaluation Review Form and filed within five (5) school days of receipt of the principal's decision.
2. The assistant superintendent will hear the professional employee's appeal within five (5) school days of receipt of the properly filed Evaluation Review Form.
  - a. Present at the appeal hearing will be the assistant superintendent, the building principal, the professional employee and a representative of her/his choice, if such representation is desired.
  - b. An official record will be kept of the proceedings of the hearing, including all documents and other information presented in evidence by both parties.
  - c. The official record of the hearing will be made available to either party of the hearing, upon written request.
3. The assistant superintendent will render a decision on the Evaluation Review Form within five (5) school days of the hearing. One copy of the decision will be placed in the professional employee's file, and the original will be sent to the professional employee.

### **Step Three**

1. The professional employee may appeal the assistant superintendent's decision directly to the superintendent. The appeal must be in writing on the Evaluation Review Form and filed within five (5) school days of receipt of the assistant superintendent's decision.
2. The superintendent will hear the professional employee's appeal within five (5) school days of receipt of the properly filed Evaluation Review Form.
  - a. Present at the appeal hearing will be the superintendent, assistant superintendent, the building principal, the professional employee and a representative of her/his choice, if such representation is desired.
  - b. An official record will be kept of the proceedings of the hearing, including all documents and other information presented in evidence by both parties.
  - c. The official record of the hearing will be made available to either party of the hearing, upon written request.
3. The superintendent will render a decision on the Evaluation Review Form within five (5) school days of the hearing. One copy of the decision will be placed in the professional employee's file and the original will be sent to the professional employee.
4. If the appeal is not resolved to the satisfaction of the professional employee, he/she may take the available legal steps.