

17.03 Evaluation for Non-OTES/Non-OCES Staff Members

- a. This Section 17.03 applies to the following Staff Members so long as they do not meet the definition of a “teacher” under OTES 2.0 or the definition of a School Counselor under OSCES: [Media Specialists, School Psychologists, Nurses, Speech Language Pathologists, Occupational Therapists, Physical Therapists, TOSA’s, and Online Academy Teachers.] (“Non-OTES/Non-OSCES Staff Members”).
- b. Non-OTES/Non-OSCES Staff Member evaluations will be completed by May 1 and each Staff Member will be provided a written report of the results of his/her evaluation and have a final evaluation conference by May 10. Written notice of nonrenewal will be provided by June 1.
- c. At least one (1) formal observation of at least thirty (30) minutes will be conducted to support each evaluation.
- d. Upon the Non-OTES/Non-OSCES Staff Member’s request, the Staff Member may elect to have a pre-observation conference prior to the formal observation. Upon mutual agreement of the Staff Member and evaluator, the pre-observation conference may be conducted via an email from the Staff Member to the evaluator. Upon request by either the Staff Member or the evaluator, the pre-observation conference prior to the observation shall be held in person.
- e. A post-observation conference will be held within seven (7) workdays following an observation. This deadline will be reasonably adjusted in the event of unforeseen circumstances that make compliance impracticable under the particular circumstances. This may be held at the same time as the final evaluation conference.
- f. The evaluation rubrics for each Non-OTES/Non-OSCES Staff Member are attached as Appendix ____.
- g. **Professional Growth Plans**
 - (1) Each Non-OTES/Non-OSCES Staff Member whose final rating is “exceeds expectations” will, on an annual basis, develop a self-directed professional growth plan and may choose their evaluator from those available to the Board.
 - (2) Each Non-OTES/Non-OSCES Staff Member whose final rating is “meets expectations” will, on an annual basis, jointly develop a professional growth plan with his/her evaluator and will have input on his/her evaluator for the next evaluation cycle.
- h. **Improvement Plans**
 - (1) Each Non-OTES/Non-OSCES Staff Member whose final rating is “needs improvement” will be placed on an improvement plan developed by the evaluator. The evaluator will take into consideration any input from the Staff Member when developing the improvement plan.
 - (2) The improvement plan is a plan which includes completion timelines.
 - (3) Improvement plans for the school year shall be developed no later than October 15th.

(4) Improvement plans will describe the specific performance expectations.

i. Less Frequent Evaluations for Staff Members Exceeding or Meeting Expectations.

(1) The administration may elect to evaluate a Non-OTES/Non-OSCES Staff Member receiving a rating of exceeds expectations once every three (3) years as long as the Staff Member submits a self-directed Professional Growth Plan and is making progress on the plan.

(2) The Administration may elect to evaluate a Non-OTES/Non-OSCES Staff Member receiving a rating of meets expectations once every two (2) years as long as the Staff Member and evaluator jointly develop a Professional Growth Plan for the Staff Member and the Staff Member is making progress on the plan.

j. Teachers on Special Assignment (“TOSA”)

TOSAs will receive a written, narrative evaluation and will not be subject to the evaluation procedure set forth in Section 17.03(c),(d), and (e). As part of the Professional Growth Plan or Improvement Plan development process, each TOSA will meet with their evaluator in order to discuss the focus area(s) for evaluation for the year. The discussion will also include potential (or sample) evidence that may be provided to demonstrate that the TOSA has met expectations for each area of focus. The area(s) of focus shall include, but not be limited to, the goals indicated on the Professional Growth Plan/Improvement Plan.

k. Online Academy

Teachers in the Online Academy will be evaluated according to the rubric attached as Appendix ____ and will not be subject to the evaluation procedure set forth in Section 17.03(c),(d), and (e). As part of the Professional Growth Plan or Improvement Plan development process, each Online Academy teacher will meet with their evaluator in order to discuss the focus area(s) for evaluation for the year. The area(s) of focus shall include, but not be limited to, the goals indicated on the Professional Growth Plan/Improvement Plan.