

EMPLOYMENT STANDARDS OF CONDUCT

DG

POLICY AND PROCEDURE EVALUATION

DGA

STAFF EVALUATION

DGB

Definitions—

For purposes of this policy, the following definitions apply:

1. “Administrator” means an individual who holds an appropriate license issued by the State Board of Education, and who supervises school administrators or teachers.
2. “Career educator” means a licensed employee who has a reasonable expectation of continued employment under the policies of the Board.
3. “Educator” means an individual employed by the District who is required to hold a professional license issued by the State Board of Education, except:
 - i. a superintendent and the business administrator, or
 - ii. an individual who:
 1. works less than three hours per day; or
 2. is hired for less than half of the school year.
4. “Probationary educator” means an educator employed by the District who, under Board policy, has been advised by the District that the educator’s performance is inadequate.
5. “Provisional educator” means an educator employed by the District who has not achieved status as a career educator within the District.
6. “Summative evaluation” is an annual evaluation that summarizes an educator’s performance during a school year and that is used to make decisions related to the educator’s employment.
7. “Committee” means the District’s Educator Evaluation Program Committee.

[Utah Code § 53G-11-501 \(2018\)](#)

Educator Evaluation Program Committee—

To develop, support, monitor and maintain an educator evaluation program, the Board shall establish a committee comprised of an equal number of educator representatives, parents, and administrators. The District’s educators shall vote upon nominees for educator representatives and a list of those individuals nominated shall be given to the Board. Community councils within the District shall submit nominees for parent representatives. The Board shall appoint committee members from the nomination lists. The Board shall adopt an educator evaluation program in consultation with the Educator Evaluation Program Committee. The committee may:

1. Adopt or adapt an evaluation program for educators based on a model developed by the State Board of Education; or
2. Create its own evaluation program for teachers.

The evaluation program developed by the committee must comply with the requirements of the Public Education Human Resource Management Act Utah Code Title 53G, Chapter 11, Part 5 .) and rules adopted by the State Board of Education.

[Utah Code § 53G-11-506 \(2018\)](#)

Periodic Written Evaluations—

The District shall have an evaluation system that provides systematic and fair written evaluations of educators of the District. Evaluations of provisional and probationary educators shall be conducted at least twice each school year. Evaluations of all career educators shall occur annually. Such evaluations may be considered by the Board prior to any Board action concerning the individual's employment.

[Utah Code § 53G-11-508 \(2018\)](#)

School Orientation—

The principal of each school, or other Board designee, shall orient all educators assigned to a school concerning the educator evaluation program, including the purpose of the evaluations and the method used to evaluate educators. Evaluations may not occur prior to the orientation.

Utah Code Ann. § 53A-8a-404 (2012)

Evaluation Program Components—

The District's evaluation program for educators adopted by the Board in consultation with the Educator Evaluation Program Committee shall be a reliable and valid educator evaluation program that evaluates educators based on educator professional standards established by the Utah State Board of Educator and include the following components:

1. A systematic annual evaluation of all provisional, probationary, and career educators systems;
 2. The use of multiple lines of evidence, including:
 - a. self-evaluation;
 - b. student and parent input;
 - c. for administrator evaluation, employee input;
 - d. a reasonable number of supervisor observations to ensure adequate reliability and consistent with [Utah Admin. Rules R277-533-4](#);
 - e. evidence of professional growth and other indicators of instructional improvement based on educator professional standards established by the State Board of Education;
 - f. student academic growth data;
 3. a summative evaluation that differentiates among the four levels of performance.
- The evaluation may provide for a reasonable number of peer observations.

For an administrator, the evaluation shall consider the effectiveness of the administrator evaluating employee performance in a school for which the administrator has responsibility or within the District.

The educator evaluation system may not use end-of-level student assessment scores.

[Utah Code § 53G-11-507 \(2018\)](#)

Deficiencies and Remediation—

The Committee shall determine, for purposes of the educator evaluation program, what constitutes an inadequate performance or a performance in need of improvement as demonstrated by an educator's evaluation.

The person responsible for administering an educator's evaluation shall give an educator whose performance is inadequate or in need of improvement a written document clearly identifying a plan of assistance that includes:

1. Specific, measurable, and actionable deficiencies;
2. The available resources that will be provided for improvement, including a mentor; and
3. And a recommended course of action that will improve the educator's performance.

The educator is responsible for improving his or her performance, including using any resources identified by the District, and demonstrating acceptable levels of improvement in the designated areas of deficiencies; however, this, along with points (2) and (3) above, does not apply if the educator's unsatisfactory performance was documented for the same deficiency within the previous three (3) years and a plan of assistance was implemented.

An employee whose performance is unsatisfactory may not be transferred to another school unless the Board specifically approves the transfer of the employee.

[Utah Code § 53G-11-517 \(2018\)](#)

[Utah Admin. Rules R277-533-3\(4\) \(August 7, 2017\)](#)

Summative Evaluation and Review of Evaluation—

The person responsible for administering an educator's evaluation shall, at least fifteen (15) days before an educator's first evaluation, notify the educator of the evaluation process and give the educator a copy of the evaluation instrument, if an instrument is used.

The person responsible for administering an educator's evaluation shall allow the educator to respond to any part of the evaluation and if the response is written attach the educator's responses to the evaluation.

Within fifteen (15) days after the evaluation process is completed, the person responsible for administering an educator's evaluation shall:

1. Discuss the written evaluation with the educator;
2. Based on the educator's performance, assign one of the four levels of performance;

An educator who is not satisfied with a summative evaluation has fifteen (15) days after receiving the written evaluation to request a review of the evaluation.

If a review is requested, the superintendent or the superintendent's designee shall appoint a person, not an employee of the District, is a certified rater and who has expertise in teacher or personnel evaluation to review and make written findings reported to the superintendent regarding the educator's summative evaluation. A review of an educator's summative evaluation shall be conducted in accordance with Utah Admin. Rules R277-533-8.

[Utah Code § 53G-11-508 \(2018\)](#)

[Utah Admin. Rules R277-533-8 \(August 7, 2017\)](#)

Mentor for Provisional Educator—

The principal or immediate supervisor of a provisional educator shall assign a mentor who has received training or will receive training in mentoring educators to the provisional educator.

Where possible, the mentor shall be a career educator who performs substantially the same duties as the provisional educator and has at least three years of educational experience.

The mentor shall assist the provisional educator to become effective and competent in the teaching profession and school system, but may not serve as an evaluator of the provisional educator.

[Utah Code § 53G-11-509 \(2018\)](#)

Educator Evaluation Data—

Educator evaluation records are private and shall only be accessed by the educator's principal or immediate supervisor, by those who need the information in those records in considering employment decisions, or by the superintendent or designee. Employees shall be trained regarding the confidential nature of employee evaluations and the importance of securing those evaluations and records. The District may not release or disclose student assessment information which reveals educator evaluation information or records.

[Utah Admin. Rules R277-487-10 \(July 10, 2017\)](#)

