

**MANITOU SPRINGS SCHOOL DISTRICT #14  
LICENSED AND CLASSIFIED STAFF**

**PERFORMANCE  
EVALUATION  
HANDBOOK  
2017-2018**

**Relationships  
Rigor  
Opportunity**

## **DISTRICT VISION STATEMENT**

Compassionate citizens, contributing with knowledge and integrity, to a dynamic world.

## **DISTRICT MISSION STATEMENT**

Manitou Springs District 14 is dedicated to:

- Providing a safe and caring learning environment
- Encouraging all students to reach their potential
- Preparing responsible citizens

## **Acknowledgments**

Every district employee is an integral part of the education of students. The goal of the evaluation process is to ensure the highest quality instruction and support service are provided to our students. The evaluation process also serves as a catalyst for recognition of the accomplishments for all employees as they grow and learn within their positions throughout the district.

This handbook reflects significant revisions undertaken during the 2012-2013 school year. Revisions have been based upon:

1. Effective Teacher Evaluation legislation (SB 191)
2. Relationships rubric added

## **Introduction**

The MSSD14 evaluation process is designed to be consistent with Colorado State Law and the policies of the School Board. It is further designed to be aligned with and advance the goals of the District Relationship, Rigor and Opportunity (R2O) Systems plan that drives all district work and priorities.

## **Legal Requirements**

Effective Teacher Evaluation Legislation: 22-9-106 through 22-9-109

### **SB 191 (Effective Teacher Evaluation) requires:**

- Probationary Teachers receive two documented observations and one written evaluation each academic year. The teacher shall receive this written evaluation at least 2 weeks prior to the last class day of the school year.
- Non-probationary teachers receive at least one documented observation each year and a written evaluation each academic year. The teacher shall receive this written evaluation at least 2 weeks prior to the last class day of the school year.
- The district must meet or exceed the standards set forth by the state adopted teacher /principal evaluation rubric. MSSD 14 has adopted the state rubric for the qualitative measures; and it has added an element regarding relationships/professionalism.
- Teacher evaluations are based on qualitative indicators (50%) and quantitative indicators (50%) of student learning (growth). The quantitative elements must contain measures of individually

attributed growth; collectively attributed growth, statewide summative results (when available), and results from the Colorado Growth Model for subjects with statewide summative assessment results.

### **Evaluator Training**

School principals and administrators, licensed by the Colorado Department of Education, are required by Colorado State Law to have been trained in the evaluation of licensed staff. District administrators and principals are required by law and local policy to maintain current CDE licensure.

### **Licensed Personnel Evaluation Process**

- I. Evaluator:** The Principal or the Superintendent will evaluate each licensed staff member. No evaluation information shall be gathered using electronic recording devices without the consent of the person being evaluated. Evaluations shall be conducted observing the legal and constitutional rights of the person being evaluated.
- II. Informal Feedback:** Ongoing feedback (including “walk-throughs”) to all District 14 staff is an integral part of the evaluation process. Therefore, informal feedback will be given to staff throughout the academic year. Also, staff who wish feedback are encouraged to meet with their administrator to request this information.
- III. Artifacts/Evidence:** Teachers/principals shall provide artifacts/evidence that rubric indicators are being met throughout the school year.
- IV. Licensed Personnel Evaluation Cycle:** Formal evaluations will be comprised of documented observations and a written evaluation. The number of observations and frequency of evaluations depends upon the probationary status of the licensed personnel.
  - A. Probationary teachers receive two documented observations and one written evaluation each academic year. The teacher shall receive this written evaluation at least 2 weeks prior to the last class day of the school year.
  - B. Non-probationary teachers receive at least one documented observation each year and a written evaluation each academic year. The teacher shall receive this written evaluation at least 2 weeks prior to the last class day of the school year.
  - C. Principals/Administrators shall work with the Superintendent throughout the year to provide evidence/artifacts that growth is being made in the qualitative and quantitative elements.
  - D. Licensed Evaluation Cycle (see your building principal for date updates):
    - i. August: Annual Orientation to the evaluation process
    - ii. September: Teacher self assessment
    - iii. September: Goal setting and performance review
    - iv. January: Mid-year review
    - v. April: Evaluator assessment
    - vi. May: End of year review
    - vii. May: Final rating given

### **Goals of the Evaluation Cycle:**

- Enhance trust and collegiality between the staff member and administrator.
- Reduce teacher anxiety in anticipation of the observation.
- Allow the administrator to review specific behaviors they expect to observe (See Effective Teacher rubric).
- Provide the staff member an opportunity to identify particular aspects of performance on which he/she desires feedback.
- Provide an opportunity to share information about students with specific needs and behaviors.
- Allow the discussion of various data collection tool (s) that will be used for the observation.
- Allow discussion of observation particulars such as expected duration, whether the observation will be scheduled or impromptu, etc.
- Allow the discussion of previously established teacher specific learning goals.

Supervisors may observe classrooms, IEP meetings, RTI meetings, parent/teacher meetings, etc. Observations need not be limited to classrooms only.

All teachers new to the district are assigned a mentor. The professional development team organizes an orientation meeting, district tour, and luncheon for the mentors and mentees prior to school starting in the fall. Guidelines and requirements for the Induction Program are reviewed at the orientation meeting. The mentor and mentee continue working together throughout the year.

**Certified Evaluation Forms: See the electronic evaluation system (Exmodula) for rubrics.**

## **Classified Employees**

### **Introduction**

The purpose of the Classified Employees Performance Evaluation System is to provide an accurate and fair evaluation to Manitou Springs District #14 Classified Employees at least annually. An evaluator (primary supervisor) will be designated for each classified employee. This evaluator is responsible for soliciting input from other supervisors and conducting the evaluation process.

### **Job Categories**

Job Descriptions exist for all classified employees and are to be reviewed each year as part of the annual evaluation process. Job descriptions are available in the Superintendent's office and include the following job categories:

- Bus Driver
- Custodian
- Food Service
- Media Technician
- Paraprofessional
- Secretary
- Bookkeeper
- Other Categories

## **Classified Employees Performance Evaluation Process**

The supervisor and employee will meet annually to plan the upcoming year. This meeting will serve to reach an agreement about 4 major areas.

1. Job Description
  - Key accountabilities of the employee’s job
  - Specific responsibility of the employee
2. Standards that will be used to evaluate job performance
3. Review Performance Appraisal Form
4. Time line for the Performance Evaluation Plan
  - A. New hires should have a Progress Review discussion with their supervisors 1-3 months after starting the job. This is an opportunity to ask questions and express concerns.
  - B. The evaluation process using the Performance Appraisal form will be conducted annually for all classified employees.

## **Support Provided**

“New Hire” orientation will be conducted by the employee’s supervisor/or supervisors. The job description and the evaluation forms, time lines, and evaluation process will be reviewed. Special training sessions may be established as part of the Performance Plan and annual goals for improvement should be developed.

Classified Employees will be included in the bus tour of the community provided for new employees prior to the beginning of each school year. Any employee hired during the school year will be included in the orientation of the following year.

## **Grievance and Appeals Process**

### **Licensed Employees**

Under current District policy, teachers, counselors or licensed media personnel with grievances of any type shall take their grievance to the appropriate building principal. If satisfaction is not gained at this level, the employee may meet with the Superintendent of Schools. If still dissatisfied, the employee may then request a hearing before the Board of Education. All requests for Board hearings must be made through the Superintendent and only after steps, as outlined above, have been completed. The Superintendent is obligated to set up a meeting between the employee and the Board as promptly as possible. All grievances must be received directly from an individual employee speaking on his/her own behalf. Decisions rendered by the Board of Education are final.

## **Classified Employees**

Under current District policy, any classified employee with a grievance should take the grievance directly to his/her immediate supervisor. If satisfaction is not gained at the level, the employee may file a grievance with the Superintendent of Schools. If having seen the Superintendent, the employee is still dissatisfied, a hearing before the Board of Education may be requested. A request to meet with the Board must be made through the Superintendent who is obliged to set up a meeting between the employee and the Board as promptly as is reasonable. All grievances must be received directly from an individual employee speaking on his/her own behalf. All decisions of the Board concerning employee grievances are final.

In addition, as with licensed employees, classified employees have the right to disagree with any of the conclusions or recommendations made in the evaluation report. The employee may attach to the evaluation report any written explanation or other relevant documentation that the employee deems necessary.