

## **Certified Evaluation – Summative Evaluation of the Teacher**

The evaluator shall use the following items to focus his/her observation(s), narrative(s) concerning the observation(s), and rating(s) of the teacher in the six categories contained in the Summative Evaluation portion of the Teacher Evaluation Form.

- I. Attendance and Punctuality
  - Makes every effort to attend and be punctual reporting to job assignments (for example: teaching duties, conferences, institutes) and communicates reason for absence or tardiness to evaluator when circumstances prevent punctuality.
- II. Instructional Planning
  - A. Is properly prepared for start of instruction.
  - B. Properly maintains lesson plans necessary for effective instruction.
  - C. Revises plans on an ongoing basis, considering student needs, abilities and interests.
  - D. Adapts district curriculum to particular classroom situations.
- III. Instructional Methods
  - A. Employs a questioning strategy to move beyond lower levels of thinking.
  - B. Provides modeling and guided practice at appropriate times during the lesson.
  - C. Applies instructional techniques, which focus on various learning modalities.
  - D. Uses classroom time efficiently.
  - E. Reinforces skills and concepts previously covered.
  - F. Makes assignments pertinent to objectives.
  - G. Recognizes and attempts to adjust to individual students' needs and abilities.
  - H. Conveys enthusiasm for lesson content.
  - I. Conveys the objective(s) of the lesson to the students.
  - J. Varies the pace of instruction
  - K. Brings appropriate closure to the lesson.
  - L. Provides time to work on assignments with teacher assistance.
  - M. Speaks and presents lessons clearly and effectively.
- IV. Classroom Management
  - A. Develops a safe, orderly and academically focused environment for learning.
  - B. Communicates to student's long term and short term objectives, assignments, classroom procedures and teacher expectations of students.
  - C. Communicates grading procedures and maintains consistency of assessment.
  - D. Enforces classroom rules and discipline procedures in accordance with school and district policies.
  - E. Classroom rules and consequences are posted if appropriate.
  - F. Classroom arrangement is conducive to optimum learning.
  - G. Students are actively engaged in learning.
  - H. Addresses student situations appropriately.
  - I. Is respectful and empathetic to students.
  - J. Employs non-verbal cues effectively (i.e. proximity control).

- V. Competency In Subject Matter Taught
  - A. Is knowledgeable in content area.
  - B. Possesses knowledge of current research as it applies to subject matter.
- VI. School District and Community Relations
  - A. Demonstrates willingness to participate in district-sponsored activities, for example: extracurricular events (athletic events, and/or concerts, and/or plays), and/or Parent Teacher Groups, and/or graduation exercises.
  - B. Involves oneself in projects to benefit school and/or district, for example: science fairs, and/or Board of Education meetings, and/or annual fundraisers.
  - C. Is aware of and appropriately utilizes district approved community support services when appropriate, for example: local field trips, and/or D.A.R.E., and/or 4-H, and/or In Touch, and/or S.A.D.D., and/or Boone County Community Services.
  - D. Maintains positive working relationship with all staff.
  - E. Adheres to approved district and school policies and procedures.
  - F. Promptly communicates with Principal and/or parent when a problem needs supportive help.

Definitions of Ratings in Each Category

The evaluator is to rate each of six categories on the Teacher Evaluation Form. The ratings to be used are:

- E - Commendable
- S - Acceptable
- NI - Needs Improvement
- I. Attendance and Punctuality
  - E - Attends and is punctual reporting to job assignments and meetings in the contractual day.
  - S - Is normally on time and attends job assignments and meetings.
  - U - Frequently late reporting to job assignments and meetings or is absent without a legitimate leave, i.e., a leave as defined in the Basic Agreement.
- II. Instructional Planning
  - E - Consistently evidences prior planning and thorough preparation and has the appropriate materials available for implementation.
  - S - Usually makes adequate plans and evidences good preparation.
  - U - Makes limited plans and shows little preparation.
- III. Instructional Methods
  - E - Consistently evidences success in execution of instructional methods.
  - S - Usually successful in execution of instructional methods.
  - U - Displays limited ability in the execution of instructional methods.
- IV. Classroom Management
  - E - Consistently provides and maintains a classroom atmosphere appropriate for optimum student achievement.
  - S - Maintains an atmosphere appropriate for student achievement.
  - U - Existing management does not provide an atmosphere conducive to student achievement.

- V. Competency In Subject Matter Taught
  - E - Demonstrates a thorough knowledge and makes an effort to stay current in the discipline.
  - S - Generally knowledgeable in the discipline.
  - U - Displays insufficient knowledge of the discipline.
- VI. School And Community Relations
  - E - Consistently works to maintain good school-community relations
  - S - Maintains good School-community relations.
  - U - Makes little effort to maintain good school-community relations.

Overall Ratings

After rating each of the six categories, the evaluator is to assign an "Overall Rating" of Excellent, Satisfactory, or Unsatisfactory. The evaluator is to determine an "Overall Rating" as follows:

**Excellent** - Commendable in at least four categories and acceptable in all others.

**Satisfactory** - Five categories acceptable or better.

**Unsatisfactory** - Needs improvement in two or more areas.

Responsibilities of the Principals

The Principals shall provide the teacher with assistance to improve the quality of teaching.

The evaluation instruments shall be in the hands of the teacher and the Post-Evaluation conference shall be held prior to the termination of the agreed upon evaluation period.

The Principals shall provide the teacher with a complete copy of the original. The original shall be placed and maintained in the teacher's personnel file in the Office of the Board of Education.

Use of the Teacher Evaluation Process

1. The Teacher Evaluation Process is to be used to evaluate personnel who hold a position for which an Illinois Teacher Certificate is required except those employees classified as administrators and except those positions classified as "extracurricular", e.g., coaches, activity sponsors, etc.
2. In the evaluation of the elementary and secondary librarians, the school guidance personnel, and the school nurse, the evaluator is to use the items for summative evaluation that pertains to that area rather than the items for summative evaluation of the teacher.

Procedures when a Teacher is Found "Unsatisfactory"

*When a teacher is found unsatisfactory, a Remediation Plan will be developed in accordance with School Code.*

- I. ~~Within 30 days after completion of an evaluation rating a teacher as "Unsatisfactory", the district shall develop and commence a remediation plan designed to correct deficiencies cited, provided the deficiencies are deemed remediable. The remediation plan shall be approved by the Board of Education and forwarded to the teacher along with a letter of remediation.~~
- II. ~~The remediation shall provide for:~~
  - A. ~~The participation in the remediation plan by a District Administrator qualified under Section 24A-3 of the Illinois School Code and other than the Principal who rated the teacher "Unsatisfactory".~~
  - B. ~~The participation of a consulting teacher selected by the participating administrator or by the Principal of the teacher who was rated "Unsatisfactory" which consulting teacher:~~
    1. ~~is an educational employee as defined in the Education Labor Relations Act,~~
    2. ~~has at least five (5) years teaching experience, received an "excellent" rating on his or~~

~~her most recent evaluation. Where no teachers who meet these criteria are available within the district, the district shall request and the State Board of Education supply, to participate in the remediation process, an individual who meets these criteria. The North Boone Education Association may, if it so chooses, supply a roster of qualified teachers from which the consulting teacher is to be selected. That roster shall, however, contain the names of at least 5 teachers, each of whom meets the criteria for consulting teacher with regard to the teacher being evaluated, or the names of all teachers so qualified if that number is less than 5. In the event of a dispute as to qualification, the State Board shall determine qualification.~~

- ~~C. A minimum of four quarterly formal observations, conferences, and ratings for one year (one complete twelve (12) month period) immediately following receipt of an "Unsatisfactory" rating of a teacher for whom a remediation plan has been developed. These subsequent evaluations shall be conducted by the Participating Administrator.~~
  - ~~D. A consulting teacher. The consulting teacher may participate in developing the remediation plan and shall participate in carrying out of the remediation plan, but all formal observations, ratings and evaluations shall be done solely by the Participating Administrator. The consulting teacher shall observe the teacher rated "unsatisfactory" in order to provide advice to this teacher on how to improve teaching skills and to successfully complete the remediation plan.~~
  - ~~E. Reinstatement to the annual evaluation requirement of this North Boone Community Unit School District 200 Teacher Evaluation Plan as per the requirements contained in "Description of the Teacher Evaluation Processes", Number 3 and Number 3a.~~
  - ~~F. Dismissal in accordance with the School Code of Illinois, of any teacher who fails to complete the one year remediation plan with a "satisfactory" or better rating.~~
- ~~III. Nothing in this plan shall be construed as preventing immediate dismissal of a teacher for deficiencies, which are deemed irremediable. Failure to strictly comply with the time requirements contained in this Teacher Evaluation Plan shall not invalidate the results of the remediation plan.~~