

PROFESSIONAL STAFF PERFORMANCE EVALUATION PROCEDURES

Definitions:

Evaluation Cycle	Process of evaluation incorporating formative and summative evaluation.
Formative evaluation	Process of providing feedback and structuring opportunities for growth.
Summative evaluation	Composite report of professional staff performance based on criteria established for all professional staff in the schools of the Diocese of Davenport.

GOAL SETTING

Each employee shall establish annual goals for his/her professional growth. At least one of those goals must be related to the student achievement goals established by the school for each year. Other goals will relate to areas of personal and professional growth identified by the employee in consultation with the principal. Employees will use the Annual Goal Statement form to list goals, achievement strategies and (as the year progresses) feedback notes from the principal or licensed evaluator designated by the principal.

FORMATIVE EVALUATION

Each employee shall receive both formative and summative evaluations each year.

For returning faculty members, the formative evaluation component shall include a formal goal setting process, a minimum of one formal classroom observation and other evaluative activities including but not limited to the following: student evaluations, audio tape, video tape, portfolio, team teaching, peer coaching, informal observation(s), additional formal observations, verbal flow analysis, and self-evaluation. The components of the formative evaluation will be developed between the principal (or a licensed evaluator designated by the principal) and the employee by the end of the first quarter of the school year.

The formative evaluation component for new staff members shall include a minimum of two formal classroom observations during the first semester and will include other evaluative activities including but not limited to the following: student evaluations, audio tape, video tape, portfolio, team teaching, peer coaching, informal observation(s), additional formal observations, personal goals, verbal flow analysis, and self-evaluation. The components of the formative evaluation will be developed between the principal (or a licensed evaluator designated by the principal) and the employee by the end of the first quarter of the school year.

Unlimited informal observations and input may also be used to assist the principal in developing a reliable indication of performance. Input from parents and students may be considered as informal input. All input shall be substantiated and made known to the employee prior to being included in the evaluation file.

SUMMATIVE EVALUATION

Each employee shall be involved in an end-of-the-year conference during which the contents of the formative and summative evaluations shall be reviewed. The conference will be with the principal. The goal setting process for the following year may be initiated as an outgrowth of the summative process at the end of the school year.

The summative evaluation is reflective of components of the formative evaluation process, other formal and informal data, and input deemed necessary by the principal from appropriate personnel in the wider community.

Formal and informal data gathered during evaluation process are used to complete the summative evaluation process. The summative evaluation form of the Diocese of Davenport shall be used for all employees. (The summative evaluation report and conference shall be completed for all employees. A copy of the summative evaluation shall be maintained in the employee's file by the principal and a copy shall be forwarded to the Diocesan Schools Office ordinarily by June 30.)

The purposes of the summative conference are:

- To review the summative evaluation report;
- To review data and goal accomplishment; and
- To discuss goals and objectives to be addressed in the next evaluation cycle.

The employee may, within five working days following the summative conference, file a written response to be attached to the summative evaluation report and included in the employee's permanent file.

GENERAL PROCEDURES

1. Each principal is responsible for the direction of all evaluation activities.
2. Each formal observation of teachers shall cover a complete instructional sequence as defined in the pre-observation conference.
3. Following the discussion of any written evaluation or observation report, the appropriate form shall be signed and dated by the evaluator and evaluatee. A copy shall be provided to each. The evaluatee's signature indicates awareness of content and may or may not indicate agreement with the observation/evaluation.
4. Before any observation report, other supporting data or input, or evaluation becomes part of his/her permanent file, the evaluatee shall have five working days following receipt of the report to include a written response for clarification or to add information. A response to a summative evaluation report becomes a permanent part of the summative evaluation report.
5. Formative and summative evaluation reports shall be maintained by the principal as part of the employee's file. Summative evaluation reports shall also be maintained in the personnel file at the Diocesan Schools Office.
6. Any departure from the goal-setting, formative, and summative evaluation processes must have prior approval of the superintendent.