

**ARTICLE XIV
TEACHER EVALUATION**

14.1

- A.** The individual responsible for supervising the employee must observe and assess the employee's performance.
- B.** During each school year, principals/supervisors will conduct meetings during pre-planning with teachers to discuss the established performance criteria and procedures.
- C.** During the aforementioned meeting in article 14.1 (b) the principal/supervisor shall distribute copies of the appraisal system and Article XIV of the CBA to all teachers and shall explain the evaluation procedures and criteria to be used. Any teacher hired after this meeting will be provided this information within ten (10) working days.
- D.** Prior to September 15th of each year the principal/supervisor shall meet with each teacher individually and discuss student growth and achievement expectations. Student growth and achievement is limited to items in Appendix G.
- E.** The principal/supervisor shall conduct all observations and data collection to be used for the final evaluation. All formal observations and assessments of a teacher shall be conducted with the full knowledge of the employee. The principal/supervisor will notify an employee in writing of any concerns within seven (7) days following the formulation of said concerns, and make written recommendations for improvement. Following the notification of any concern(s), a meeting will be held between the teacher and the appropriate administrator. The teacher may have an association representative of their choice present during the meeting. If this process is not followed, such concern shall have no bearing on the employee's assessment. These records shall be kept by administration with knowledge of the employee as to the content. The parties agree that the assistant superintendents may conduct observations due to extreme circumstances. These observations will become a part of the data pool to be analyzed by the principal.
- F.** Principals/supervisors will conduct interim reviews with each teacher by the beginning of the second semester. The schedule of progress in relation to performance expectations will be discussed. Positive achievements and goals accomplished will be recognized and documented. Specific deficiencies, if any, will be noted and a professional development program established as necessary.
- G.** Documentation of these meetings shall be provided to the district. The district will provide this documentation to the Association.

- H. The evaluation of annual contract teachers shall be conducted pursuant to the provisions in 1012.34(3)(a), F.S.

14.2

- A. Prior to the annual formal summative evaluation, no fewer than one (1) formal observation in the classroom or equivalent work location, of no less than thirty (30) minutes for primary teachers and one class period for secondary teachers will be conducted by the principal/supervisor.
- B. This formal observation shall be scheduled with the teacher at least twenty four (24) hours in advance.
- C. A teacher who is not satisfied with their formal observation may request and shall be granted an additional formal observation.
- D. All administrators must have completed an in-service in utilization of the evaluation instrument before they can perform an evaluation. This in-service shall be conducted before September 1 of each year. The Association president and vice-president or their designee(s) shall be allowed to attend. If training occurs during the school year/day then leave in the line of duty shall be granted to the Association president and vice-president or their designee(s) to attend the in-service.
- E. Teachers employed after July 1, 2011, will be informed that they will have multiple evaluations as required by Florida statutes.
- F. Teachers may be observed by additional administrators according to the Gulf District's adopted Teacher Development Program (beginning teacher, teachers new to the district, teachers in need of improvement, N.E.A.T.). The teacher's principal/supervisor shall be responsible for the formal summative evaluation.

14.3

- A. Principals/supervisors will provide written evidence/documentation for any mark below effective on evaluation instrument categories and summative evaluation.
- B. When a teacher is assigned to an out-of-field position, the principal/supervisor shall note on the evaluation that the employee is in an out-of-field assignment.
- C. Teachers will not be required to provide more than minimal documentation for the evaluation process (no portfolio type documentation will be required).
- D. The teacher shall sign the form before it is placed in the teacher's personnel file. The teacher's signature does not necessarily indicate agreement.

- E.** It is understood that the return of test scores may delay the completion of the student growth and achievement portion of the final summative evaluation. All other sections of the evaluation (sections 1-4 of the summative evaluation) shall be completed and presented to the teacher before the end of each school year.
- 14.4** The teacher shall receive a copy of the one (1) page summary evaluation form to be placed in his/her personnel file. Upon written request a teacher shall be provided a copy of all observation and data collection/analysis forms. The teacher shall have the right to respond within ten (10) days in writing to any such reports and to submit additional information to be placed in the teacher's personnel file.
- 14.5** If the summative evaluation indicated that a teacher is not performing in a satisfactory manner, the principal/supervisor must give the teacher specific notice in writing describing the unsatisfactory performance. Following such notice, the principal/supervisor must also confer with the teacher, make recommendations for correction of the deficiencies, and provide assistance to the teacher in correcting such deficiencies within a prescribed period of time.
- 14.6**
- A.** Each teacher/employee may be permitted, upon request, to review and reproduce the contents of his/her personnel file(s). Each teacher/employee may respond in writing to any materials contained in the personnel file(s) and to any materials in said file(s) in the future. The first copy is free.
- B.** The personnel file may contain such items as permitted by Florida Statute 1012.31.
- 14.7** The evaluation criteria to be used by the Board must include, but shall not be limited to, the following:
1. Performance of students
 2. Ability to maintain appropriate discipline
 3. Knowledge of subject matter. The district school board shall make special provisions for evaluating teachers who are assigned to teach out-of-field.
 4. Ability to plan and deliver instruction and the use of technology in the classroom.

5. Ability to evaluate instructional needs
6. Ability to establish and maintain a positive collaborative relationship with students' families to increase student achievement.
7. Other professional competencies, responsibilities, and requirements as established by the rules of the State Board of Education and policies of the district school board.

- 14.8 The failure of the District to provide special services as identified in a completed Individual Education Plan (IEP) to students in a timely manner shall not be used to negatively impact a teacher's/employee's evaluation.
- 14.9 The Association and district shall conference annually to review the evaluation analysis trends in separate schools to determine if there are significant disparities. If disparities exist, the district will create a plan to clear up inequities. A copy of this plan will be provided to the Association. A final report will be given to the Association president.
- 14.10 Teachers will not be unduly burdened with paperwork for the evaluation process. No portfolio type of records will be required.
- 14.11 Any parental, employee or student information that is adversely used in a teacher's evaluation shall be substantiated by the administration and presented to the teacher in writing. No anonymous parental, employee or student input shall be utilized to adversely affect a teacher's evaluation.
- 14.12 The evaluation system shall be conducted consistent with the requirements of the Gulf County Performance Appraisal Manual.
- 14.13 Any teacher shall have the right to review and question their principal/supervisor and/or the superintendent the validity of any data used in their evaluation, to the end that incorrect data will be changed. The teacher may have a representative of their choice present during the review.

14.14 The Association reserves the right to address any issues concerning the appraisal process through a return to negotiations. Negotiations will begin promptly at the request of the Association.