

***Staff Performance Evaluation Plan Submission Coversheet***

***SY 2021-22***

***CONTEXT:*** Indiana Code (IC) 20-28-11.5-8(d) requires each school corporation to submit its entire staff performance evaluation plan to the Indiana Department of Education (IDOE) and requires IDOE to publish the plans on its website. This coversheet is meant to provide a reference for IDOE staff and key stakeholders to view the statutory- and regulatory-required components of staff performance evaluation plans for each school corporation. Furthermore, in accordance with IC 20-28-11.5-8(d), a school corporation must submit its staff performance evaluation plan to IDOE for approval in order to qualify for any grant funding related to this chapter. Thus, it is essential that the reference page numbers included below clearly demonstrate fulfillment of the statutory (IC 20-28-11.5) and regulatory (511 IAC 10-6) requirements.

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| **School Corporation Name:** |  |
| **School Corporation Number:** |  |
| **Evaluation Plan Website Link:** |  |

**For the 2021-2022 School Year, we have adopted the following Evaluation Model:**

[ ]  The System for Teacher and Student Advancement (TAP)

[ ]  The Peer Assistance and Review Teacher Evaluation System (PAR)

[ ]  RISE State Model

[ ]  Locally Developed Plan

[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

In the chart below, please type the page numbers in your staff performance evaluation document which clearly display compliance with the requirements. Please note, your plan may include many other sections not listed below.

**Submission:**

Once completed, please **upload this coversheet to DOE Online under Legal Assurance 12 by Friday, September 17.** If you cannot provide a direct website link (above) to your evaluation plan, you must upload the entire plan and this coversheet as a single PDF.

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| **Annual Evaluations** |
| **Requirement** | **Statutory / Regulatory Authority** | **Examples of Relevant Information** | **Reference Page Number(s)** |
| ☐ Annual performance evaluations for each certificated employee | IC 20-28-11.5-4(c)(1) | Plan and metrics to evaluate ***all*** certificated employees, including teachers, administrators, counselors, principals and superintendents |   |
| **Rigorous Measures of Effectiveness** |
| **Requirement** | **Statutory / Regulatory Authority** | **Examples of Relevant Information** | **Reference Page Number(s)** |
| ☐ Rigorous measures of effectiveness, including observations and other performance indicators | IC 20-28-11.5-4(c)(2) | * Observation rubrics - for ***all*** certificated staff - with detailed descriptions of each level of performance for each domain and/or indicator
* Other measures used for evaluations (*e.g.,* surveys)
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| **Designation in Rating Category** |
| **Requirement** | **Statutory / Regulatory Authority** | **Examples of Relevant Information** | **Reference Page Number(s)** |
| ☐ A summative rating as one of the following: highly effective, effective, improvement necessary, or ineffective | IC 20-28-11.5-4(c)(3)511 IAC 10-6-2(c) | * Definition of performance categories
* Summative scoring process that yields placement into each performance category
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| ☐ A definition of negative impact for certificated staff☐ A final summative rating modification if and when a teacher negatively affects student growth | IC 20-28-11.5-4(c)(5)511 IAC 10-6-4(c) | * Definition of **negative impact** on student growth for all certificated staff
* Description of the process for modifying a final summative rating for negative growth
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| ☐ All evaluation components factored into the final summative rating | IC 20-28-11.5-4(c)(3) | * Summative scoring process that yields placement into each performance category
* Weighting (broken down by percentage) of all evaluation components
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| **Evaluation Feedback** |
| **Requirement** | **Statutory / Regulatory Authority** | **Examples of Relevant Information** | **Reference Page Number(s)** |
| ☐ An explanation of evaluator’s recommendations for improvement and the time in which improvement is expected | IC 20-28-11.5-4(c)(4)511 IAC 10-6-5 | * Process and timeline for delivering feedback on evaluations
* Process for linking evaluation results with professional development
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| **Evaluation Plan Discussion** |
| **Requirement** | **Statutory / Regulatory Authority** | **Examples of Relevant Information** | **Reference Page Number(s)** |
| ☐ Evaluation Plan must be in writing and explained before the evaluations are conducted. | IC 20-28-11.5-4(f)(1) IC 20-28-11.5-4(f)(2) | * Process for ensuring the evaluation plan is in writing and will be explained to the governing body in a public meeting before the evaluations are conducted
* Before explaining the plan to the governing body, the superintendent of the school corporation shall discuss the plan with teachers or the teachers' representative, if there is one
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| **Evaluators** |
| **Requirement** | **Statutory / Regulatory Authority** | **Examples of Relevant Information** | **Reference Page Number(s)** |
| ☐ Only individuals who have received training and support in evaluation skills may evaluate certificated employees | IC 20-28-11.5-1IC 20-28-11.5-5(b)IC 20-28-11.5-8(a)(1)(D) | * Description of ongoing evaluator training
* Description of who will serve as evaluators
* Process for determining evaluators
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| ☐ Teachers acting as evaluators (*optional*) clearly demonstrate a record of effective teaching over several years, are approved by the principal as qualified to evaluate under the evaluation plan, and conduct staff evaluations as a significant part of their responsibilities | IC 20-28-11.5-1(2)IC 20-28-11.5-1(3)511 IAC 10-6-3 | * Description of who will serve as evaluators
* Process for determining evaluators
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| ☐ All evaluators receive training and support in evaluation skills | IC 20-28-11.5-5(b)511 IAC 10-6-3 | * Description of ongoing evaluator training
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| **Feedback and Remediation Plans** |
| **Requirement** | **Statutory / Regulatory Authority** | **Examples of Relevant Information** | **Reference Page Number(s)** |
| ☐ All evaluated employees receive completed evaluation and documented feedback within seven business days from the completion of the evaluation. | IC 20-28-11.5-6(a) | * System for delivering summative evaluation results to employees
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| ☐ Remediation plans assigned to teachers rated as ineffective or improvement necessary | IC 20-28-11.5-6(b) | * Remediation plan creation and timeframe
* Process for linking evaluation results with professional development
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| ☐ Remediation plans include the use of employee’s license renewal credits | IC 20-28-11.5-6(b) | * Description of how employee license renewal credits and/or Professional Growth Points will be incorporated into remediation
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| ☐ Means by which teachers rated as ineffective can request a private conference with the superintendent | IC 20-28-11.5-6(c) | * Process for teachers rated as ineffective to request conference with superintendent
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| **Instruction Delivered by Teachers Rated Ineffective** |
| **Requirement** | **Statutory / Regulatory Authority** | **Examples of Relevant Information** | **Reference Page Number(s)** |
| ☐ The procedures established for avoiding situations in which a student would be instructed for two consecutive years by two consecutive teachers rated as ineffective | IC 20-28-11.5-7(c) | * Process for ensuring students do not receive instruction from ineffective teachers two years in a row
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| ☐ The procedures established to communicate to parents when student assignment to consecutive teachers rated as ineffective is unavoidable | IC 20-28-11.5-7(d) | * Description of how parents will be informed of the situation
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