



5.20.081-AD Evaluation Procedures

(1) Responsibility.

- (a) One of the major responsibilities of each building principal or supervisor is the systematic evaluation of teacher performance and, based upon such evaluations, providing assistance to teachers in the improvement of instruction and submitting annually, (a) written evaluation(s) to the office of the superintendent.
- (b) In order to be fully aware of the quality of instruction by teachers in the school, the principal shall develop a systematic program of classroom observation. The principal shall also hold pre-observation conferences for agreement on instructional intents, etc., and hold post-observation conferences.
- (c) Probationary teachers particularly should receive a great deal of help, and every effort should be made to assist them to become effective in their relationships with students, parents and co-workers. The principal shall arrange for acquainting probationary teachers within the first two weeks of school with all aspects of the probationary period, including its importance, its purposes and the standard procedures for evaluation of probationary teachers. The teacher's job responsibilities and role in the building are to be made clear. The principal shall make particular effort to familiarize probationary teachers with the Portland school district Teacher Evaluation Process booklet and the evaluation forms.

(2) Evaluation Records — General. The principal shall keep a record of each of the following:

- (a) Classroom visitations, including:
 - (A) Date;
 - (B) Length of visit;
 - (C) Pertinent observations for discussion at the principal/teacher conference.
- (b) Post-observation conferences with the teacher in which attainment of learning goals and analysis of strengths and weaknesses of the teacher are discussed. In addition, the evaluation should report the conference, including:
 - (A) Date;

- (B) Suggestions made for improvement;
- (C) The teacher's responsiveness to suggestions.
- (c) Visits by other administrators arranged through the principal:
 - (A) Dates;
 - (B) Suggestions.

(3) **Evaluation Reports.**

- (a) Though the principal should be diplomatic, the analysis of teaching effectiveness should be frank and honest. Those whose teaching is unsatisfactory should not be given the impression on their evaluation reports that their teaching is of acceptable quality.
- (b) Only the information contained in written reports to the office of the superintendent shall be used as a basis for continuing or discontinuing the services of a teacher. Elements of a teacher's work warranting commendation or reflecting growth, as well as areas needing growth and related suggestions for improvement, shall be recorded in evaluation reports. Final decisions regarding termination or retention of a teacher shall be based on recommendations of principals and are the responsibility of the office of the superintendent, subject to the approval of the Board.
 - (A) Number of Copies. The evaluation report shall be made in triplicate, the original of which is to be submitted to the office of the appropriate Director of Instruction, and the other copies are for the teacher and the principal's files.
 - (B) Signature. The teacher must sign the evaluation report acknowledging that he/she has read it. The teacher's signature indicates only that he/she has read the report, not necessarily that he/she concurs. Should the teacher refuse to sign the report, that fact shall be indicated on the form.

(4) **Evaluation Criteria.**

- (a) Teacher evaluation shall include criteria in the Portland public schools Teacher Evaluation Form.
- (b) Each teacher shall be encouraged to employ unique strengths and skills and to vary methodologies as the changing characteristics and needs of the students require, consistent with sound professional research and judgment, the instructional goals of the school and of the courses the teacher is charged to teach.

(5) **Evaluation Conferences.**

- (a) If in the course of the formal conference on the written evaluation, either the teacher or administrator believes that the nature of the conference makes the presence of an objective observer appropriate, the conference may be postponed until the presence of a mutually selected, nonparticipating observer from the school staff is arranged.
- (b) In the event no observer is mutually acceptable from the school staff, then one may be mutually selected from the district staff. The opportunity to select and request an observer shall not delay the evaluation conference more than two working days.
- (c) Principals are required to document deficiencies in any section or practice rated as not meeting minimum standards. Should a deficiency be noted in an evaluation, this deficiency must be addressed in the subsequent evaluation(s).

Policy Implemented:

History: Adpt. 6/71; Amd. 2/76; Amd. 1/77; Amd. 10/83