

**DEERFIELD COMMUNITY**

**CODE: 538**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 8/21/89**

**Revised: 9/18/95, 09/27/04, 09/21/09**

**PROFESSIONAL STAFF SUPERVISION/EVALUATION  
AND IMPROVEMENT PROGRAM**

Schools exist primarily to educate the young people of this community. In order to promote and develop an outstanding school system, it is necessary to provide and promote the continued professional growth of those who work with these young people through a sound staff development program.

The primary purpose of supervision and evaluation is the improvement of instruction. In order to achieve this, everyone must have a common understanding of the goals, terminology, procedure, and forms utilized to supervise teachers and evaluate their total performance.

With this in mind the Deerfield Community School District Board of Education will develop a Professional Staff Supervision/Evaluation and Improvement Program.

The reasons for having a clearly defined supervision/evaluation program follow:

1. Enhance the education of students by improving instruction;
2. Encourage effective teachers through positive reinforcement;
3. Provide for the achievement of district goals and objectives;
4. Encourage self-motivation to improve individual effectiveness;
5. Give direction for a systematized plan for professional staff growth;
6. Improve staff morale by continued performance feedback;
7. Provide information feedback for immediate decision making, future planning, and the analysis of the school district's various programs;
8. Increase staff awareness of both strengths and weaknesses and encourage continuing competence;
9. Provide for remediation in areas where significant deficiencies in performance are evident;
10. Provide recommendations concerning contractual status;
11. Provide support and reinforcement for staff;
12. Provide opportunities for positive staff-administration relationships;
13. Promote and document accountability through assessment; and
14. Provide opportunities for individual self-analysis relative to instructional skills and related practices/procedures.

Evaluation and supervision will be done on all aspects of a teacher's assignment and responsibility with the continuing goal of improving instruction and increasing student achievement.

**Self Reflection Rubric** – All teaching staff shall complete the self-reflection rubric annually and use the self assessment to create two Professional Development Plan goals.

**Professional Development Plans (PDP)** – Two Professional Development Plan goals will be created by all teachers annually. Teachers will discuss these goals with their supervisor as part of the evaluation process.

**Conferences** – A conference will be held with all teachers due to be evaluated in a given school year in conjunction with the PDP. The purpose of the conference will be to discuss teacher goals for professional development and improving student achievement.

**Evaluation Reports** - Evaluation reports shall be in writing using the Formal Teacher Assessment Record (TAR).

Probationary teachers will be formally observed at least once each semester for the duration of their probationary period. A summary report will be shared with the probationary teacher following the formal observation. Probationary teachers will be evaluated annually using the TAR. The TAR will be discussed with the probationary teacher at an agreed upon date not later than February 15<sup>th</sup>.

Non-probationary teachers will be formally evaluated at least once every three years using the TAR; however, the supervisor maintains the right to initiate a formal evaluation more frequently as needed. Non-probationary teachers due for a formal evaluation will be formally observed at least once during the specified school year. The TAR will be discussed with the non-probationary teacher at an agreed upon date not later than May 25<sup>th</sup>.

**Informal Observations** – Informal observations of a teacher’s performance of their duties will be ongoing throughout the year and will be used as input in the formal evaluation process.

**Teacher’s Comments** – Provisions will be made on all supervision and evaluation reports for written teacher comments. A self-evaluation using the TAR is a viable process for relating such comments.

**Personnel Records** – All formal evaluation and supervision reports shall be placed in the personnel files.

## **PROFESSIONAL STAFF PLAN FOR IMPROVEMENT PROCEDURES**

When a teacher’s performance is judged to be deficient, the immediate supervisor shall begin a review of the teacher’s performance. The supervisor shall notify the teacher in writing that the procedure is beginning. The improvement plan shall be written and given to the teacher during a conference held for that purpose.

The procedure includes, but is not limited to:

- statement of the deficiency(ies) based on the Formal Teacher Assessment Record (TAR),
- general plan of assistance to include a directive statement that the plan is to be followed and what action will occur if desired improvements are not achieved,
- program to be followed with a series of reasonable activities and timelines for each area of unsatisfactory performance and possible resources to help improve performance, and
- follow-up evaluation of the plan including the supervisor’s recommendation regarding the future status of the teacher.

The Deerfield Community School District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

LEGAL REF.: Section 121.02(1)(q) Wisconsin Statutes  
PI 8.01(2)(q), Wisconsin Administrative Code