



SECTION V: EMPLOYEES

POLICY 5360

TEACHER & LEADER EVALUATIONS

Evaluation of professional staff is a continuous process; however, formal evaluation will be administered according to the following schedule:

Teachers

For purposes of this policy, teachers are those certified individuals who are employed in an instructional capacity or as a counselor, librarian, nurse, speech pathologist, or psychologist.

"Career teacher" means a teacher who:

- i. was employed by the district prior to the 2017-2018 school year and has completed three (3) or more consecutive complete school years in such capacity in the district under a written teaching contract; or
- ii. was first employed by the district during or after the 2017-2018 school year under a written teaching contract and:
 - completed three (3) consecutive, complete school years in the district and has an evaluation rating of "superior" for at least two (2) of those years; or
 - completed four (4) consecutive, complete school years in the district with averaged rating of "effective" or higher for the four (4) year period with ratings of at least "effective" for the last two (2) of the four (4) years; or
 - completed four (4) consecutive, complete school years in the district and was granted career status by the board of education after the applicable principal and superintendent petitioned the board to grant the teacher career status. (The principal's petition must specify the facts which support granting career status.)

"Probationary teacher" means a teacher who:

- i. was employed by the district prior to the 2017-2018 school year and has completed fewer than three (3) consecutive, complete school years in such capacity in the district under a written teaching contract; or
- ii. was employed by the district during or after the 2017-2018 school year under a written teaching contract and has not met the requirements to be a career teacher as described above.

Teachers who have been rated "superior" or "highly effective" under the district's TLE system and who have completed a minimum of three (3) consecutive school years with the district may be evaluated every three (3) school years, at the discretion of the building principal and if such practice is permitted by the district's TLE model. For any school year in which a teacher evaluation will



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not be conducted, the building principal will notify any affected teacher, in writing, that no annual evaluation will be conducted for the teacher that year. A copy of the notice will be included in the employee's personnel file.

- Teachers with three (3) or more consecutive complete school years of service in the school district and who have not been rated "superior" or "highly effective" under the district's TLE system shall be evaluated at least once each school year.
- Teachers who have not reached Career status within the TLE guidelines with the school district will be observed during each of the first three nine-week periods resulting in an evaluation during the fourth nine-week period in accordance with the district's TLE model. At a minimum, these teachers will receive formative feedback after every observation.

All teachers, even career teachers who are not evaluated during exemption years, must still participate in any professional development / growth goals required by the Oklahoma State Department of Education.

Any teacher who is rated as "needs improvement" or "ineffective" under the district's TLE system will be given a comprehensive remediation plan and instructional coaching. The plan and coaching will be developed and implemented based on sound educational practices in conjunction with the unique circumstances affecting the teacher.

Leaders

The superintendent shall be evaluated by the board of education annually pursuant to the district's policy governing the evaluation of the superintendent. Other certified school leaders (principals, assistant principals, and those who supervise classroom teachers) shall be evaluated annually by properly trained personnel designated by the superintendent. The evaluation will be based on the district's TLE model and a written copy of the evaluation will be provided to the leader.

Noncertified administrators are not covered by this policy. Noncertified administrators will be evaluated in accordance with the district's practices governing the evaluation of support employees.

Other

Nothing in this policy shall prevent a formal written evaluation of any professional employee on occasions more often than set forth herein.

All evaluation documents and responses thereto will be maintained in the employee's Talent Ed folder.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy. Nothing in this policy shall require as a condition precedent



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to dismissal of any leader/administrator that a prior written evaluation be made of the employee; provided, however, no action to non-reemploy a certified or non-certified leader/administrator shall occur without a written evaluation of the employee.

Reference: OKLA. STAT. tit. 70 § 6-101.3

Source: *Broken Arrow Board of Education policy adoption, March 10, 2014.*
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