

Employee Evaluation

Definitions—

For purposes of this policy, the following definitions apply:

1. “Career educator” means a licensed employee who has a reasonable expectation of continued employment under the policies of the Board.
2. “Educator” means an individual employed by the District who is required to hold a professional license issued by the State Board of Education, except:
 - i. a superintendent and the business administrator, or
 - ii. an individual who:
 1. works fewer than three hours per day; or
 2. is hired for less than half of the school year.
3. “Probationary educator” means an educator employed by the District who, under Board policy, has been advised by the District that the educator’s performance is inadequate.
4. “Provisional educator” means an educator employed by the District who has not achieved status as a career educator within the District.
5. “Committee” means the District’s Educator Evaluation Program Committee.

[Utah Code § 53A-8a-402 \(2012\)](#)

Educator Evaluation Program Committee—

To develop, support, monitor and maintain an educator evaluation program, the Board shall establish a committee comprised of an equal number of educator representatives, parents, and administrators. Nominees for educator representatives shall be voted upon by the District’s educators and a list of those individuals nominated shall be given to the Board. Nominees for parent representatives shall be submitted by community councils within the District. The Board shall appoint committee members from the nomination lists. The Board shall adopt an educator evaluation program in consultation with the Educator Evaluation Program Committee. The committee may:

1. adopt or adapt an evaluation program for teachers based on a model developed by the State Board of Education; or
2. create its own evaluation program for teachers.

The evaluation program developed by the committee must comply with the requirements of the Public Education Human Resource Management Act ([Utah Code § 53A-8a-101 et seq.](#)) and rules adopted by the State Board of Education.

[Utah Code § 53A-8a-403 \(2012\)](#)

Periodic Written Evaluations—

The District shall have an evaluation system that provides systematic and fair written evaluations of educators of the District. Evaluations of provisional and probationary educators shall be conducted at least twice each school year. Evaluations of all career educators shall occur annually. Such evaluations may be considered by the Board prior to any Board action concerning the individual's employment.

[Utah Code § 53A-8a-406 \(2012\)](#)

School Orientation—

The principal of each school, or other Board designee, shall orient all educators assigned to a school concerning the educator evaluation program, including the purpose of the evaluations and the method used to evaluate educators. Evaluations may not occur prior to the orientation.

[Utah Code § 53A-8a-404 \(2012\)](#)

Evaluation Program Components—

The District's evaluation program for educators adopted by the Board in consultation with the Educator Evaluation Program Committee shall include the following components:

1. a reliable and valid evaluation program consistent with generally accepted professional standards for personnel evaluation systems;
2. the evaluation of provisional and probationary educators at least twice each school year
3. the annual evaluation of all career educators;
4. systematic evaluation procedures for both provisional and career educators;
5. the use of multiple lines of evidence, including:
 - a. self-evaluation;
 - b. student and parent input;
 - c. peer observation;
 - d. supervisor observations
 - e. evidence of professional growth;

- f. student achievement; and
- g. other indicators of instructional improvement;
- 6. a reasonable number of observation periods for an evaluation to ensure adequate reliability; and
- 7. administration of an educator's evaluation by;
 - a. the principal
 - b. the principal's designee;
 - c. the educator's immediate supervisor; or
 - d. another person specified in the evaluation program;
- 8. a summative evaluation that differentiates among the four levels of performance.

The educator evaluation system may not use end-of-level student assessment scores.

[Utah Code § 53A-8a-405 \(2016\)](#)

Deficiencies and Remediation—

The committee shall determine, for purposes of the educator evaluation program, what constitutes an inadequate performance or a performance in need of improvement as demonstrated by an educator's evaluation.

The person responsible for administering an educator's evaluation shall give an educator whose performance is inadequate or in need of improvement a written document clearly identifying a plan of assistance that includes:

- 1. specific, measurable, and actionable deficiencies;
- 2. the available resources that will be provided for improvement, including a mentor; and
- 3. a recommended course of action that will improve the educator's performance.

The educator is responsible for improving his or her performance, including using any resources identified by the District, and demonstrating acceptable levels of improvement in the designated areas of deficiencies; however, this, along with points (2) and (3) above, does not apply if the educator's unsatisfactory performance was documented for the same deficiency within the previous three (3) years and a plan of assistance was implemented.

An employee whose performance is unsatisfactory may not be transferred to another school unless the Board specifically approves the transfer of the employee.

[Utah Code § 53A-8a-407 \(2012\)](#)

[Utah Code § 53A-8a-506 \(2012\)](#)

Summative Evaluation and Review of Evaluation—

The person responsible for administering an educator's evaluation shall, at least fifteen (15) days before an educator's first evaluation, notify the educator of the evaluation process and give the educator a copy of the evaluation instrument, if an instrument is used.

The person responsible for administering an educator's evaluation shall allow the educator to make written response to any part of the evaluation and attach the educator's responses to the evaluation.

Within fifteen (15) days after the evaluation process is completed, the person responsible for administering an educator's evaluation shall:

1. Discuss the written evaluation with the educator;
2. Following any revision of the written evaluation made after the discussion, file the evaluation and any related reports or documents in the educator's personnel file; and
3. Give a copy of the written evaluation and attachments to the educator.

An educator who is not satisfied with a summative evaluation has fifteen (15) days after receiving the written evaluation to request a review of the evaluation.

If a review is requested, the superintendent or the superintendent's designee shall appoint a person, not an employee of the District, who has expertise in teacher or personnel evaluation to review and make recommendations to the superintendent regarding the educator's summative evaluation. A review of an educator's summative evaluation shall be conducted in accordance with State Board of Education rules.

[Utah Code § 53A-8a-406 \(2012\)](#)

Mentor for Provisional Educator—

The principal or immediate supervisor of a provisional educator shall assign a mentor who has received training or will receive training in mentoring educators to the provisional educator.

Where possible, the mentor shall be a career educator who performs substantially the same duties as the provisional educator and has at least three years of educational experience.

The mentor shall assist the provisional educator to become effective and competent in the teaching profession and school system, but may not serve as an evaluator of the provisional educator

[Utah Code § 53A-8a-408 \(2012\)](#)