

EVALUATION PROCEDURES 2019-2020

e4E Teacher Evaluation Handbook Dodge City Unified School District 443

Certified Evaluation Deadlines	
1 st & 2 nd Year (2xxers)	November 1, 2019 & April 3, 2020
3 rd & 4 th Year (1xers)	February 15, 2020
After 4 th year & Every 3 Yrs after (1xers)	February 15, 2020

Years taught in USD 443	Classroom Observations	Summative Evaluations
1 st & 2 nd Year	2 Obs minimum for 11/1/19 Summative 2 Obs minimum for 4/3/2020 Summative	1x before 11/1/2019 1x before 4/3/2020 2 TOTAL
3 rd & 4 th Year	3 Obs minimum for 2/15/2020 Summative	1x before 2/15/2020
After 4 th Yr & every 3 Yrs after	3 Obs minimum for 2/15/2020 Summative	1x before 2/15/2020

**All forms can be found on the district intranet page under the e4E Evaluation page.*

4A. An **e4E Pre-Observation Goal-Setting Form** MAY be completed collaboratively between the evaluating administrator and the educator prior to an observation.

**This is to be treated as a lesson plan document. Standards mean Content Standards. Goals mean main objectives. This is what will be observed in the lesson.*

4B. A post-observation conference, as requested by the educator or the evaluating administrator, WILL be conducted within five (5) working days following any observation. Either party MAY request additional observations beyond the minimum and/or request another observer.

An **e4E Conference Form** WILL be completed following any post-observation conference, and will be signed by both parties. A signed copy of the e4E Conference Form will be provided to the educator.

5. A educator MAY submit an **e4E Self Evaluation Form** to the evaluating administrator prior or subsequent to a summative evaluation.

6. The **e4E Summative Evaluation Form** will be completed based on documentation from the **e4E Educator Observation Form(s)**, the **e4E Goal-Setting Form(s)**, and the **e4E Conference Form(s)**. If requested by the educator, the **e4E Summative Evaluation Form** will be given to the educator prior to a summative evaluation conference with the evaluating administrator.

7. If, in the judgment of the educator, the report is inaccurate, unfair or incomplete, a written response may be provided to the evaluating administrator within ten (10) working days, and will be attached to all copies of the **e4E Summative Evaluation Form**.

**If 2XXer, educator will have 2 Summative Evaluation Forms. The 2nd Summative will have SPM's & recommendations. If 1Xer, educator will only have one Summative with SPM's & recommendations.*

8. If, in the judgment of the educator, the evaluation is inaccurate, unfair or incomplete, the educator may request a review of the evaluation by the Superintendent of Schools. Such a request for a review shall be made in writing, with a copy sent to the evaluating administrator for his/her information. The Superintendent, or the designated representative, shall review all aspects of the evaluation within five (5) working days and render a written judgment to attempt to resolve the issue.

9. Copies of the e4E Summative Evaluation Form, signed by both parties, shall be made for the evaluating administrator and the educator.