

**EVALUATION PROCEDURES 2016-2017**  
**E4E Teacher Evaluation Handbook**  
**Dodge City Unified School District 443 (May, 2014)**

<b>Certified Evaluation Deadlines</b>	
1 <sup>st</sup> & 2 <sup>nd</sup> Year	November 10, 2016 & April 6, 2017
3 <sup>rd</sup> & 4 <sup>th</sup> Year	February 15, 2017
After 4 <sup>th</sup> year & Every 3 Yrs after	February 15, 2017

<b>Years taught in USD 443</b>	<b>Summative Evaluations</b>	<b>Classroom Observations</b>
1 <sup>st</sup> & 2 <sup>nd</sup> Year	2x before 11/10/2016 2 x before 4/6/2017	2 Obs minimum for 11/10/2016 Summative 2 Obs minimum for 4/6/2017 Summative
3 <sup>rd</sup> & 4 <sup>th</sup> Year	1x before 2/15/2017	3 Obs minimum for 2/15/2017 Summative
After 4 <sup>th</sup> Yr & every 3 Yrs after	1x before 2/15/2017	3 Obs minimum for 2/15/2017 Summative

**4A.** An **e4E Pre-Observation Goal-Setting Form (p. 54)** MAY be completed collaboratively between the evaluating administrator and the teacher prior to an observation.

**4B.** A post-observation conference, as requested by the teacher 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 (p. 55)** 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 teacher.

**5.** A teacher MAY submit an **e4E Self Evaluation Form (pp. 36-53)** to the evaluating administrator prior or subsequent to a summative evaluation.

**6.** The **e4E Summative Evaluation Form (pp. 26-35)** 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 teacher prior to a summative evaluation conference with the evaluating administrator.

**7.** If, in the judgment of the teacher, 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**.

**8.** If, in the judgment of the teacher, the evaluation is inaccurate, unfair or incomplete, the teacher 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 teacher.