

Guidelines for Utilizing the SWCCCASE Performance Evaluation System

Definitions

For the purposes of this document please refer to the following definitions:

Teacher - includes Certified Teachers (including Art Therapist), Social Workers and Speech Language Pathologists

Educational Support Personnel (ESP) - includes all Nurses, OTs, PTs, COTAs, and PTAs

Evaluation System – a tool specifically created to evaluate an individual on their job performance

Formal Observation – Minimum of 45 minutes at a time, or a complete lesson, or an entire class period

Evaluation Systems

- SWCCCASE Special Education Certified Teacher Performance Evaluation System
- SWCCCASE Special Education Social Worker Performance Evaluation System
- SWCCCASE Special Education Speech Language Pathologist Performance Evaluation System
- SWCCCASE Special Education Nurse Performance Evaluation System
- SWCCCASE Special Education Therapist Performance Evaluation System

Overview

Beginning in the 2014-2015 school year, teachers and ESP²s will be evaluated using position specific SWCCCASE Special Education Performance Evaluation Systems. The evaluation systems consist of four domains:

- Domain 1: Planning and Preparation
- Domain 2: The Classroom Environment
- Domain 3: Instruction
- Domain 4: Professional Responsibilities

Each domain consists of several specific components. Each component consists of several specific elements used to rate the performance of the teacher/ESP. There are four levels of performance: unsatisfactory, needs improvement, proficient and excellent.

The evaluator will observe the teacher/ESP and rate their performance on each of the elements. Due to the unique roles and responsibilities of various teachers/ESPs, some elements of the evaluation may be omitted by the administrator. The final rating will be determined by averaging the ratings earned on the elements evaluated. For this purpose the ratings will be assigned as points:

- Unsatisfactory = 1 point
- Needs Improvement = 2 points
- Proficient = 3 points
- Excellent = 4 points

EVALUATION PROCESS TIMELINES

*NON-TENURED TEACHERS/PROBATIONARY ESP²s
(Annually)*

Each probationary teacher/ESP will receive *one (1)* summative evaluation during each probationary year of SWCCCASE employment. A minimum of three (3) observations are required during the evaluation cycle, at least two (2) of which must be formal observations. The probationary period for teachers is four (4) years. The probationary period for ESP²s is two (2) years.

TIMELINE	ACTIVITY
Orientation	Administrator reviews staff evaluation process, procedures, and evaluation instrument.
October 1 - December 1	<ol style="list-style-type: none"> 1. For each formal classroom observation, the teacher/ESP submits the “Pre-observation Planning Record” and “Professional Data Record” to the administrator prior to the pre-observation meeting. 2. Pre-observation meeting. 3. Administrator conducts a formal classroom observation. 4. The administrator will discuss the formal observation with the teacher/ESP at the post-observation conference held within fifteen (15) school days following the formal observation.

TIMELINE	ACTIVITY
January 1- March 1	<ol style="list-style-type: none"> 1. For each formal classroom observation, the teacher/ESP submits the “Pre-observation Planning Record” and “Professional Data Record” to the administrator prior to the pre-observation meeting. 2. Pre-observation meeting. 3. Administrator conducts a formal classroom observation. 4. The administrator will discuss the formal observation with the teacher/ESP at the post-observation conference held within fifteen (15) school days following the formal observation. The formal written summative evaluation will be given to the teacher/ESP within ten (10) school days of the final post-evaluation conference.

*TENURED -TEACHERS/NON-PROBATIONARY ESP's
(Every other year)*

Each full-time tenured teacher and non-probationary ESP will receive a formal summative evaluation at least once every two (2) school years. Unless otherwise required by the School Code or ISBE Rules, in the case of teachers who have received overall ratings of “unsatisfactory” or “needs improvement”, a minimum of two (2) observations are required during the evaluation cycle, at least one (1) of which must be a formal observation.

TIMELINE	ACTIVITY
Orientation	Administrator reviews teacher evaluation process, procedures, and evaluation instrument.
October 1- March 1	<ol style="list-style-type: none"> 1. For each formal classroom observation, the teacher/ESP submits the “Pre-observation Planning Record” and “Professional Data Record” to the administrator prior to the pre-observation meeting. 2. Pre-observation meeting. 3. Administrator conducts a formal classroom observation. 4. The administrator will discuss the formal observation with the teacher/ESP at the post-observation conference held within fifteen (15) school days following the formal observation. The formal written summative evaluation will be given to the teacher/ESP within ten (10) school days of the final post-evaluation conference.