

The evaluation procedure in SMSD tends to be pretty confusing. Here are some answers to the most common questions we receive concerning educator evaluation.

Q: Can I request a different evaluator?

A: The contract does not allow you to demand a different evaluator, but nothing can prevent you from requesting one. If your evaluator is making findings that you don't agree with, you can request that a colleague, another administrator, or curriculum specialist come and observe your class as well. Their feedback may not factor into your official observation, but it might serve as evidence of your professional abilities in any potential future action.

Q: When I met with my principal to complete the Employee Competency form they said I had to mark the same box they did. Is that true?

A: No, that's not true. The evaluator is supposed to complete the form with their opinion of the employee's skills, and the employee is supposed to do a self-assessment. It is quite possible, and permissible, for there to be disagreement.

Q: What documentation should I receive during my evaluation process?

A: You should receive a lot of documentation. During your post-observation conferences you should receive script tapes and completed Summary of Conference forms. There should be a minimum of two formal observations during your evaluation. At some point prior to October 15th you should complete an Employee Competency form with your evaluator. On this form the employee does a self-assessment while the evaluator does their assessment. Also prior to October 15th the employee's Areas of Emphasis form should be completed. In December you should have another conference, during which the Mid-Year Evaluation Report is completed. Around April you'll have your Final Summative Evaluation Conference where you'll review and again fill out the Employee Competency form along with your Final Evaluation form.

Q: What do I do if I'm not receiving the documentation I'm supposed to?

A: Request it from your evaluator. I would not recommend that you leave the conference without a copy of the documentation in your hand. The contract states that it's your right to have a copy of the documentation. Your evaluator expects for you to follow the rules outlined in the contract. It's reasonable for you to expect your evaluator to follow those rules as well.

Q: Can I see what documentation my evaluator has accumulated concerning my job performance?

A: Yes, you can. Any documentation to be used in evaluation must be maintained in a folder in the principal's office. You have the right to see and reproduce that documentation whenever you choose.

Q: Can my principal just show up in my room unannounced?

A: Yes, they can. Your principal is responsible for the quality of education being delivered in their school, and therefore have the right to observe any of the employees in their school at any reasonable time.

Q: Do we have to send home the student/parent surveys?

A: You should have an evaluation orientation meeting with your building administrator the spring prior to your evaluation. If, during that meeting, your administrator tells you that the surveys have to be sent out, then you have to send them out. The administrator has the right to not require employees to send the surveys out.

Q: Do I have to share the results of the surveys with anyone?

A: No, you don't have to share the results with anyone. The contract states that the results are to be used as a tool for self-assessment by the person who is being evaluated.

Q: How long should an observation last?

A: Formal observations must be at least 30 minutes in length.

Q: Can my evaluator assign me an Area of Emphasis?

A: Yes, they can.

Q: What should I do if my evaluation isn't going well?

A: Just as your evaluator is accumulating documentation to support their findings, you should accumulate documentation to provide evidence of your quality job performance. This may include; letters or cards of thanks from colleagues, parents, or students, accurate notes of meetings with administrators so you can recall precisely what was discussed, evidence of student growth through portfolios, assessments, informal observation, or any other legitimate measure of growth, or feedback provided by other professional employees who have observed you in your professional duties. Also, contact the NEA-SM President or UniServ Director at 913-268-4005.

Q: What should I do if I'm placed on out-of-cycle evaluation or Intensive Assistance?

A: Call the NEA-SM President or UniServ Director **immediately** at 913-268-4005.