

Mid-State Special Education Evaluation Plan For Licensed Personnel

Mid-State Evaluation Committee:

Revised August 2018

Lyn Becker, Administrator of Special Education Services

Amanda Cunningham, Mid-State School Psychologist

Katie Glenn, Mid-State Special School Social Worker

Licensed Personnel (Social Workers, Psychologists, Administrators, Counselors, Transition Specialists, Behavior Specialists, etc.) employed by the Region of Mid-State Special Education, through the Legal and Fiscal Agent Mid-State Special Education Joint Agreement, will be evaluated according to this “Evaluation Plan for Licensed Personnel” by an administrator who is qualified and is responsible for the evaluation of the certified employees. Additional input and observation may be made by member district and joint agreement administrators who are qualified to evaluate. Evaluations are based upon the cumulative evidence of the employee’s performance gathered from the date of the previous evaluation through the date of the current evaluation.

Philosophy of the Plan

This evaluation plan models critical attributes after Charlotte Danielson’s Framework for Teaching (2007). This plan seeks to use this rubric to define effective practice, encourage conversations about services, and identify areas for professional growth.

Statement of Purpose

Mid-State Special Education and its member districts will conduct continuous evaluation of the professional performance of all licensed employees. The primary goals of the evaluation process are to:

1. improve the quality instruction and performance of staff to enhance student learning as defined in the professional competencies;
2. enrich services by identifying certified employees’ strengths and weaknesses and to provide assistance for improvement;
3. encourage staff to reflect upon their practice and continually improve their performance;
4. create positive attitudes toward the purposes and value of appraisal and professional development;
5. collect reliable and varied data for making employment decisions.

Identification of Evaluators

The Mid-State Special Education Director, Administrator of Special Education Services, and Program Coordinators are qualified and are responsible for the evaluation of Licensed Personnel. Other qualified member district and joint agreement evaluators may be contributors to evaluations.

Description/Standards of Performance

Each Licensed Personnel is expected to achieve a “proficient” or “excellent” summative rating as documented on the discipline specific Summative Evaluation Report. The procedures set forth in the Illinois School Code (105 ILCS 24A-5) will be followed for a tenured certified employee receiving a rating of “needs improvement” or “unsatisfactory.”

Evaluation Schedule

Tenured Licensed Personnel: The performance of tenured licensed employees in contractual continued service will be evaluated at least once in the course of every two school years. Each tenured Licensed Personnel who received an “excellent” or “proficient” on his or her last summative performance evaluation will be observed a minimum of one time during the cycle. Each tenured Licensed Personnel who received a “needs improvement” or “unsatisfactory” rating in his or her last summative performance evaluation will be evaluated at least once in the school year following the receipt of such rating. Information from informal observations will also be used when determining a performance rating.

Non-Tenured Licensed Personnel: The performance of each Licensed Personnel not in contractual continued service will be evaluated at least once every school year. Information from informal observations will also be used when determining a performance rating.

Part-Time Licensed Personnel: Licensed Personnel who work less than full-time and who have received a proficient or excellent rating on their two most recent evaluations will follow the evaluation schedule for tenured Licensed Personnel.

The administration reserves the right to evaluate any licensed employee at any time.

Evaluation Performance Areas

The primary focus of evaluation is the continual improvement of the quality of services to improve student learning and well-being. This evaluation process requires a Licensed Personnel to meet or exceed expectations in the following domains:

Domain 1: Planning and Preparation

Domain 2: Environment

Domain 3: Delivery of Service

Domain 4: Professional Responsibilities

Evaluation Process

The evaluation of licensed staff performance will be conducted in accordance with state law, board policy, and professional agreement. At the start of the school term, each Licensed Personnel will be provided specific, written notice regarding the performance evaluation. Before any formal evaluation takes place, an administrator will acquaint licensed staff members with the evaluation procedures and the discipline specific rubric. Each summative evaluation will be based upon at least one announced formal observation and will include additional information compiled from informal and/or unannounced observations by administrator(s) since the last summative evaluation. Evidence gathered during informal observation may be considered in determining the performance evaluation rating, provided it is documented in writing and the Licensed Personnel is provided the opportunity to have an in-person discussion with the evaluator. Any evidence collected during an observation shall be consistent with the evaluation rubric. The summative evaluation will include consideration of the certified employee's attendance, planning, delivery of service, and professional competencies as well as specify the employee's strengths and weaknesses. Conferences/meetings may be conducted electronically or in person.

Summative Evaluation Conference

The Summative Evaluation Report will be completed by the evaluator and will include the cumulative evidence of the certified employee's performance gathered from the date of the previous summative evaluation through the date of the current evaluation. It will include information obtained from observations as well as evidence provided by the employee. It may also include observations, evidence, and recommendations provided by other member district and joint agreement administrator(s) who are qualified evaluators. Both the evaluator and employee will sign the evaluation report. The employee's signature indicates only that the evaluation has been reviewed and discussed. An employee may submit additional comments to the written evaluation if he or she so desires. A copy of the Summative Evaluation Report will be provided to the certified employee and placed in the personnel file.

If a Needs Improvement or Unsatisfactory Summative Performance Evaluation Rating is the resulting rating for any Licensed Personnel, the Illinois Administrative Code 105 ILCS 5/24A-5 and 105 ILCS 5/34-85 will be followed. Professional development will be provided as determined in the Professional Development Plan or Remediation Plan.

Summative Evaluation Rating Categories

Excellent: The Licensed Personnel's professional performance clearly exceeds the normal expectations and is noticeably distinguished. The employee is able to take on extra projects and tasks, anticipate problems and take appropriate actions, requires minimal direction, and seeks continual improvement. The Licensed Personnel is rated "excellent" in the majority of the elements on the Summative Evaluation Report with no "needs improvement" or "unsatisfactory" ratings.

Proficient: The Licensed Personnel's performance is successful and professional practice is consistently at a high level, clearly meeting the expectations of the position. It would be expected that most experienced Licensed Personnel would frequently perform at this level. The Licensed Personnel is rated "proficient" in most elements with no more than three "needs improvement" and no "unsatisfactory" ratings.

Needs Improvement: The Licensed Personnel's performance is at a basic level and below professional expectations. Enhancement of skills and/or consistent performance is necessary. The Licensed Personnel has met some components but has a total of four or more "needs improvement" and no more than four "unsatisfactory" ratings.

Unsatisfactory: The Licensed Personnel's performance does not meet the job expectations for professional staff. Improvement is required. The Licensed Personnel has five or more elements rated as "unsatisfactory."

Note: The failure by the employer to strictly adhere to the procedures or procedural timelines contained in this Plan shall not invalidate or have a negative effect on the substantive evaluation received by the employee.