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Principal/ Director Evaluation Protocol

Principals and directors will meet with the superintendent in January of each year to review their self-evaluation of the Utah Educational Leadership Standards. Each year in April or May the Superintendent will conduct summative evaluations with each director and principal based on the Six Leadership Standards. The Principals and Directors will be asked to maintain a **portfolio** each year that would provide evidence to support the summative evaluation process.

Evaluation Protocol for Teachers

Teachers will be evaluated regularly during the school year. Principals/Directors or their designee will conduct formative evaluations on a teacher's non-summative year. A sufficient number of evaluations will be conducted to assess teaching standards and to provide teacher equality with the evaluation process. The Principal/Director or their designee will conference with teachers in regard to the evaluation results. As state law requires each teacher will receive an annual rating. The summative evaluation for teachers will take place on teachers' re-licensing year, and will take place at the **end of the year around mid March** and will include a pre and post conference as described in PCSD #2064 Evaluation Policy. The summative evaluation as noted in PCSD policy #2064 will include a combination of stakeholder input, student growth percentile and formative evaluation results. Teachers will have summative evaluation (review rights) by protocol in PCSD Policy #2064 if they are not satisfied with the rating. Each year teachers will be asked annually to do a self-evaluation and a growth plan sometime before **April 15th**.

Classified Employee Evaluation Protocol

Each classified employee shall be evaluated one time a year by **April 15th**. This evaluation shall be performed by the superintendent, principal or the immediate supervisor and shall be based upon a formal procedure approved by the superintendent for that specific position or class of positions. The classified evaluation will focus on the domains of performance, interactions, environment, and professional growth. The direct supervisor will conduct the evaluation with the employee in a conference.

Refer to PCSD Evaluation Policy #2064 for more other information