PROMOTING YOUR STRENGTHS IN THE EVALUATION PROCESS

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1. Bad things happen to good people.
2. We all have room for improvement.
3. The evaluation process may be flawed.
4. Some administrators do have shortcomings.
5. How we react in every situation will greatly impact the outcome.
Your Rights to Representation

1. Do you know your Weingarten Rights?
2. Are you familiar with the Buddy System?
3. Who has to request/provide representation?
4. How do the new categories (Highly Effective, Effective, Improvement Necessary, and Ineffective) affect me?
5. What are the new timelines for dismissal due to a negative evaluation?
6. What are my obligations to non-members on representation?
1. If your evaluation (or observation) is negative, or contains misleading statements, or reflects a decline in the level of evaluation to which you are accustomed, you must answer to said evaluation.

2. You must answer to your evaluation in a proper manner, with the help of your Association.

3. Un-rebutted negative evaluations and/or poorly fashioned responses could lead to your eventual dismissal. ASK FOR ASSISTANCE!

4. DO – Know your rights! DON’T – appear argumentative or inflexible!
1. From your local – Your local President(s), Grievance Chair, and/or Building Representative can help you maintain a positive, businesslike relationship with your evaluator.

2. From your UniServ Director – It is a good idea to contact a Local Representative first, if you need further assistance your Local Representative will direct you to the UD.

3. Editing – Please remember, sometimes emotion overrides objectivity when one deals with their own evaluation; it is difficult for the staff member to be objective when questioned about performance. Ask for editing help from others!

4. NEVER submit anything in writing to the administration without first having someone you trust check your work!
1. Understand the Evaluator/Issue.
2. Create a positive and professional tone.
3. Tighten up your format.
4. Never send a response to the administration without having a trusted colleague or an Association official check it for you.
5. Length – Keep it short and simple.
6. Use of words and terms – Don’t use personal characterizations of the evaluator. Instead, focus on your good qualities. Use words like inaccurate, misjudged, misunderstood, error, misread, out of context, etc. when referring to the evaluation.
7. Your response should look more thoughtful and professional than the evaluation report which generated it. A neutral third party examining the rebuttal should conclude that you are knowledgeable, professional, calm, competent, and rational.
8. Write the rebuttal (and your supporting evidence). Let it sit. Allow a colleague to review and revise if necessary.
1. **Opening** – Please consider this my formal response to your Post Observation Summary Report, dated _____.

2. **Positive Remarks** – Thank your evaluator for noticing any positive aspects of your performance.

3. **Concerns** – Address those items that have caused you concern. Remain positive.

4. **Strategies** – Ask for recommendations for improvement. Cautiously add your own ideas for improvement.

5. **Address Inaccuracies** – Request deletions or clarifications of any information that is not true, has not been observed, or cannot be proven.

6. **Summary** – Summarize with a statement such as, “I work very hard to do a good job for my students and will continue to do so.” Make sure that improvements and the timeline for implementation are attainable and that you are not being “set-up for failure.” Thank the evaluator for his/her time.

7. **Documentation** – Be sure to keep a copy for yourself and for your Association Representative of all documents.
1) Indiana Code 20-28-11.5 is the chapter that deals with Staff Performance Evaluations.

2) Per IC 20-28-11.5-4 – A school corporation shall implement the evaluation plan beginning with the 2012-2013 school year.

3) The plan must include objective measure of student achievement and growth to significantly inform the evaluation.

4) The plan must include an annual designation of each certificated employee in one of the following rating categories: A) Highly Effective, B) Effective, C) Improvement Necessary, D) Ineffective.

5) The plan must include an explanation of the evaluator’s recommendations for improvement. If an “Improvement Plan” is created, it can last no longer than 90 days. (IC 20-28-11.5-6b)
1) Per IC 20-28-11.5-5(b) – An individual may evaluate a certificated employee only if the individual has received training and support in evaluation skills.

2) Per IC 20-28-11.5-6 – (a) A copy of the completed evaluation, including any documentation related to the evaluation, must be provided to a certificated employee not later than 7 days after the evaluation is conducted.

3) An “Improvement Plan” must require the use of the certificated employee’s license renewal credits in professional development activities intended to help the certificated employee achieve an effective rating on the next evaluation.
1) A teacher who receives a rating of Ineffective may file a request for a private conference with the superintendent or the superintendent’s designee not later than 5 days after receiving notice that the teacher received a rating of Ineffective. (IC 20-28-11.5-6c)

2) Per IC 20-28-11.5-7 – A student may not be instructed for 2 consecutive years by 2 consecutive teachers, each of whom was rated as Ineffective under this chapter in the school year immediately before the school year in which the student is placed in the respective teacher’s class (or in the school year in which the teacher most recently instructed students and received an Ineffective rating).

3) If it is not possible for a school corporation to comply with this section, the school corporation must notify the parents of each applicable student indicating the student will be place in a classroom of an Ineffective teacher.
1) Per IC 20-28-11.5-9 – Before August 1 of each year, each school corporation shall provide the results of the staff performance evaluations, including the number of certificated employees placed in each performance category, to the IDOE. The results provided may not include the names or any other personally identifiable information regarding certificated employees.

2) Before September 1 of each year, the IDOE shall report the results of staff performance evaluations to the state board, and to the public via the department’s Internet web site, for: the aggregate of certificated employees of each school and school corporation; and the aggregate of graduates of each teacher preparation program in Indiana.
1) Ask for assistance!
2) Do not attend meetings with the administration without representation!
3) When in doubt, utilize your Association!

THANK YOU!