



WINDHAM SCHOOL
DISTRICT

NUMBER: WBP-07.18 (rev. 3)

DATE: December 9, 2011

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SUPERSEDES: WBP-07.18 (rev. 2)
October 15, 2010

WINDHAM BOARD POLICY

SUBJECT: PERFORMANCE EVALUATIONS AND PROFESSIONAL DEVELOPMENT APPRAISAL SYSTEM

AUTHORITY: Texas Education Code §§ 19.009

Reference: 19 Texas Administrative Code §§ 150.1001 - .1010

APPLICABILITY: Windham School District (WSD)

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the superintendent's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the WSD and **do not** create any legally enforceable interest or limit the superintendent's authority to terminate an employee at will.

POLICY:

The WSD Board of Trustees (board) hereby authorizes the superintendent to develop evaluation measures for WSD staff and approves the use of the Professional Development and Appraisal System (PDAS) as a tool to periodically provide WSD teachers with an appraisal of their performance. The board also authorizes the superintendent to modify the PDAS to adapt the system to a prison environment. Appraisals shall be used to improve classroom instruction, provide a fair and practical process without regard to race, color, religion, gender, national origin, age, disability, genetic information, or uniformed services status, acknowledge and encourage good teaching practices, and promote quality professional development.

DEFINITIONS:

“Evaluation” is any written record that documents the performance of an employee.

“Professional Development and Appraisal System” (PDAS) is an appraisal system designed by the commissioner of Education.

“Teacher In Need of Assistance” (TINA) is a teacher who is evaluated as unsatisfactory in one or more PDAS domains or a teacher who is evaluated as below expectations in two or more PDAS domains.

PROCEDURES:

- I. The superintendent shall be responsible for the development of procedures for performance evaluations of WSD staff.
- II. The superintendent shall develop an evaluation process that encourages supervisors to take a proactive approach in communicating with and counseling employees.
- III. An instrument approved by the WSD shall be developed to provide a yearly performance evaluation of non-teaching staff.
- IV. PDAS shall be used in the assessment of teacher performance. Modifications may be made to accommodate a prison environment.
 - A. Teachers shall be appraised based on the eight domains of the PDAS.
 - B. Teachers shall receive an orientation of the PDAS before their first observation.
 - C. The appraisal shall consist of at least one formal classroom observation. The teacher shall be provided with a written summary of each formal observation.
 - D. Data sources other than the PDAS may be used in the appraisal of a teacher’s performance.
 - E. Unless waived in writing by the teacher, at least one summative conference shall be held each year.
 - F. Teachers shall be allowed to submit a written response or rebuttal after receiving a written observation summary, summative report, or any other documentation associated with their appraisal.
 - G. A teacher may request a second appraisal by another appraiser.
 - H. When a teacher is designated as a TINA, the appraiser or the teacher’s supervisor shall, in consultation with the teacher, develop an intervention plan or growth plan.
 - I. A teacher shall be allowed to appeal the appraisal.

- V. The superintendent shall develop a plan for supervisors to maintain a confidential file of employee evaluations and documentation and provide each employee with a copy of the evaluation.
- VI. The superintendent shall develop PDAS related timelines, including but not limited to, the development and posting of the PDAS calendar, PDAS orientation, timelines for appraisals, and sharing appraisal information with teachers.

*Signature on file

Oliver J. Bell, Chairman

Windham School District Board of Trustees