



WINDHAM SCHOOL
DISTRICT

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May 23, 2002

WINDHAM BOARD POLICY

SUBJECT: PERFORMANCE EVALUATIONS AND PROFESSIONAL DEVELOPMENT APPRAISAL SYSTEM (PDAS)

AUTHORITY: Chapter 19, Texas Education Code, Title 2. Public Education, WBP-02.00

Reference: 19 Texas Administrative Code (TAC), Chapter 150

APPLICABILITY: Windham School District (WSD or District) Employees

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The District 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 District 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 PDAS as a tool to periodically provide WSD teachers with an evaluation of their performance. The Board also authorizes the Superintendent to modify the PDAS to adapt the system to a prison environment. Evaluations shall be used to improve classroom instruction, to provide a fair and practical process, to acknowledge and encourage good teaching practices, and to 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 (1) or more PDAS domains or a teacher who is evaluated as below expectations in two (2) 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. A District-approved instrument 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 (8) 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 (1) formal classroom observation and 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 evaluation of a teacher’s performance.
 - E. Unless waived in writing by the teacher, at least one (1) 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 and/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 his/her appraisal.

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

Oliver J. Bell, Chairman
Windham School District Board of Trustees