

Hamilton-Fulton-Montgomery BOCES
Annual Professional Performance Review for
K-12 Non-Classroom Teachers (updated 10-15-2020)

All K-12 non-classroom teacher evaluations and professional growth shall be governed by the procedures below. Please note that the word “teacher” throughout this document and within all accompanying documents refers to all K-12 non-classroom certified and/or licensed professional staff who provide direct or indirect services to students and/or adults. “Teachers” include, but are not limited to, psychologists, social workers, adult educators, teachers on special assignment, school counselors, library media specialists, therapists, speech/language pathologists, teacher assistants, or any other non-classroom teacher category.

The goal of the Professional Performance Review process is to assist all teachers in their roles and to provide them with opportunities for personal and professional development and growth.

The following system of performance review will be followed for probationary teachers.

I. Probationary Teachers who have a Danielson rubric applicable to their position/duties:

During New Staff Orientation the Danielson rubrics (Instructional Specialist, School Counselor, School Psychologist, and Therapeutic Specialist) and the observation procedures will be discussed. In addition, during the school year, BOCES administrators will meet with each of their new teachers to discuss BOCES evaluation expectations and goals.

A minimum of three (3) observations will be conducted during the first and second years of a probationary appointment - two announced and one unannounced observation (in this order) using one of the Danielson rubrics.

A minimum of two (2) observations will be conducted during the third and fourth years of a probationary appointment – one announced and one unannounced (in this order) using one of the Danielson rubrics.

All observations and evaluations of work performance, which will be entered in the teacher’s personnel file, will be conducted openly, with full knowledge of the teacher. Teachers will be given reasonable notice of the time frame during which announced observations will be conducted.

Prior to each announced observation, a pre-observation meeting will be conducted.

Prior to the post observation, the teacher will be provided with notes from the observation.

During the post-observation discussion, areas needing improvement will be identified.

After the post-observation discussion, the final written evaluation will include recommendations, strategies or plans for improvement.

II. Probationary Teachers who do NOT have a Danielson rubric applicable to their position/duties:

In collaboration with their BOCES administrator, a professional growth/development option will be selected which will become the basis for the teacher's annual professional performance review.

A. Options (See pages 4 - 11)

1. Self-Improvement
2. Instructional Team Interaction
3. Portfolio of Professional Growth
4. Writing a Professional Piece of Literature
5. Videotaping and Analysis
6. Teacher and Administrator Collaboration
7. Self-Choice

B. Guidelines

1. Choose an option from the list above.
2. Determine an action plan and complete the professional growth/development proposal form.
3. Submit the form to your BOCES Administrator.
4. Within three (3) weeks of submitting the completed form, you and your BOCES administrator will agree upon and sign the professional growth/development proposal form.
5. Implement the plan.
6. At least one update meeting scheduled by the BOCES Administrator will be held. If the teacher wishes to request a meeting before their BOCES Administrator has scheduled a meeting, the teacher may request a meeting date/time.
7. At any point, the teacher, with their BOCES Administrator approval, will be allowed to make modifications to the original proposal that are necessary to meet the teacher's professional needs.
8. A culminating meeting will be scheduled by the BOCES Administrator at which time documentation of the completion of the professional growth/development option will be provided by the teacher. The professional growth/development proposal form and the evaluation form will become part of the teacher's personnel file.

III. Tenured Teachers— All tenured teachers will select a professional growth/development option or their BOCES Administrator may request a formal observation, which will become the basis for the teacher's ongoing professional performance review. Professional growth/development options might not follow exactly the regular school calendar (September to June). With the teacher's and the BOCES Administrator's agreement, some goals may need to continue into the following school year. If a professional growth/development option is completed in the middle of the regular school year, the BOCES Administrator and teacher will determine when the next professional growth/development option will begin.

The following system of performance review will be followed for tenured teachers.

In collaboration with the BOCES Administrator, a professional growth/development option will be selected which will become the basis for the teacher's annual professional performance review.

C. Options (See pages 4 – 11)

1. Self-Improvement
2. Instructional Team Interaction
3. Portfolio of Professional Growth
4. Writing a Professional Piece of Literature
5. Videotaping and Analysis
6. Teacher and Administrator Collaboration
7. Self-Choice
8. Teacher or administrator requested formal observation

D. Guidelines

1. Choose an option from the list above.
2. Determine an action plan and complete the professional growth/development proposal form.
3. Submit the form to your BOCES Administrator.
4. Within three (3) weeks of submitting the completed form, you and your BOCES administrator will agree upon and sign the professional growth/development proposal form.
5. Implement the plan.
6. At least one update meeting scheduled by the BOCES Administrator will be held. If the teacher wishes to request a meeting before the BOCES Administrator has scheduled a meeting, the teacher may request a meeting date/time.
7. At any point, the teacher, with BOCES Administrator approval, will be allowed to make modifications to the original proposal that are necessary to meet the teacher's professional needs.
8. A culminating meeting will be scheduled by the BOCES Administrator at which time documentation of the completion of the professional growth/development option will be provided by the teacher. The professional growth/development proposal form and the evaluation form will become part of the teacher's personnel file.

Original BOE Adoption – 08/27/2003
Revisions Adopted – 01/23/2008
Revisions Adopted – 08/29/2018
Revisions Adopted – 10/29/19
Revisions – 10/15/2020

Professional Growth/Development Options and Proposal Forms

1. Self-improvement Plan
2. Instructional Team Interaction Plan
3. Portfolio of Professional Growth
4. Write a Professional Piece of Literature
5. Videotaping and Analysis
6. Teacher and BOCES Administrator Collaboration
7. Self Choice
8. BOCES Administrator- or staff-requested formal observation.

1. Self-Improvement Proposal Form – The teacher in consultation with their BOCES Administrator will select an area or topic directly related to professional practice that they would like to enhance.

Teacher: _____

If applicable, Danielson domain/component addressed: _____

Goal: _____

Conferences/workshops/in-services directly related to your goal:*

Minimum of 2:	<u>Dates Attended</u>	<u>Topic</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Attending a conference is dependent upon availability, locality, etc. If no conferences related to your goal are available, it may be necessary to rewrite the improvement plan. Conferences will be at district expense. If district funding is not available, teachers may choose to attend a conference at their own expense.**

Research: List titles (a minimum of two journals, articles, books, media-viewed or other resources.)

Attach a copy of your written summary. Summary may include possible applications, significant points, and your personal views.

Teacher's Signature

Date Initiated

Update Conference

Culminating Conference

BOCES Administrator's Signature

Date Initiated

Update Conference

Culminating Conference

2. Instructional Team Interaction Proposal Form – Two or more teachers will choose an area or topic in consultation with their BOCES Administrator that relates directly to their shared professional responsibilities.

Teacher: _____

If applicable, Danielson domain/component addressed: _____

Meet with one or more teacher(s) to set common goals and outline a plan of action to be reviewed with their BOCES Administrator. The progress of this plan will be reviewed jointly by teachers and BOCES Administrator throughout the year.

Participants: _____

Goal(s): _____

Submit a copy of your proposal, which will include a statement of your goals, materials and procedures:

Meeting
 Dates w/partner(s):

_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach a copy of your written summary.

_____	_____	_____
Teacher's Signature	Date Initiated	Update Conference

Culminating Conference

_____	_____	_____
BOCES Administrator's Signature	Date Initiated	Update Conference

Culminating Conference

3. **Portfolio of Professional Growth Proposal Form** – Throughout the year, gather a minimum of ten items, including lesson plans, professional articles, ideas, samples, photos, art ideas, books, etc. This portfolio will show educational and professional growth in a specific area of professional practice.

Teacher: _____

If applicable, Danielson domain/component addressed: _____

Throughout the year you will share your portfolio with your BOCES Administrator. In addition, a written table of contents will be submitted as well as a written self-evaluation.

Teacher's Signature

Date Initiated

Update Conference

Culminating Conference

BOCES Administrator's Signature

Date Initiated

Update Conference

Culminating Conference

4. Writing a Professional Piece of Literature Proposal Form – Related to a topic which will directly enhance professional practice.

Teacher: _____

If applicable, Danielson domain/component addressed: _____

Author(s):

Topic:

Proposed Outline:

Draft: (May need to use back or separate sheet)

Final Piece: (Bibliography of references is required)

Teacher's Signature

Date Initiated

Update Conference

Culminating Conference

BOCES Administrator's Signature

Date Initiated

Update Conference

Culminating Conference

**5. Videotaping and Analysis Proposal Form – Minimum of three taped sessions.
Analysis should focus on at least one element of Domain 2 or 3.**

Teacher: _____

If applicable, Danielson domain/component addressed: _____

Goal: _____

Participants: _____

Dates of Taping: _____

Submit the tape and your analysis after each taping session to the appropriate supervisor.

Teacher's Signature

Date Initiated

Update Conference

Culminating Conference

BOCES Administrator's Signature

Date Initiated

Update Conference

Culminating Conference

6. Teacher and BOCES Administrator Collaboration Proposal Form – The teacher and BOCES administrator will agree on an area of professional practice to work on collaboratively.

Teacher: _____

If applicable, Danielson domain/component addressed: _____

Goals: _____

Procedure/Activities: _____

Conference Dates: _____

Summary comments to be submitted by both teacher and the BOCES administrator.

Teacher's Signature

Date Initiated

Update Conference

Culminating Conference

BOCES Administrator's Signature

Date Initiated

Update Conference

Culminating Conference

7. **Self-Choice Proposal Form:** The teacher in collaboration with their BOCES Administrator will select an area or topic directly related to one of the HFM BOCES strategic objectives as outlined in the Professional Development Plan. The teacher will design a growth activity useful to enhance their professional expertise.

Teacher: _____

If applicable, Danielson domain/component addressed: _____

Goal: _____

List Objectives: _____

Evaluation: _____

Teacher's Signature

Date Initiated

Update Conference

Culminating Conference

BOCES Administrator's Signature

Date Initiated

Update Conference

Culminating Conference

Evaluation Form

School Year: _____

Teacher: _____

Division: _____

_____ Goal met

_____ Goal in progress

_____ Goal needs further development

_____ Goal continuing next year (for tenured teachers only)

BOCES Administrator's Comments:

BOCES Administrator's Signature

Date

Teacher's Comments:

Teacher's Signature

Date