

RUTHERFORD COUNTY SCHOOLS
TEACHER EVALUATION GUIDELINES
2019-2020

Rutherford County Schools will adhere to the following guidelines for teacher evaluations in accordance with the Tennessee TEAM requirements

The TEAM Observation Guidance Documents serve as a resource for educators and supplement the TEAM evaluation rubric. They can be located at

<http://team-tn.org/>

1. Principals and Supervisors must provide TEAM training for their certified staff on the appropriate rubric prior to beginning the observation cycle, including the Professionalism rubric and information on selection of the 15% Achievement and 35% Growth measures.
2. Complete two (2) observations for every certified teacher holding a professional license using the combinations listed below, unless the teacher has an individual growth score or overall effectiveness level of 5 (see guidance below).
3. Complete four (4) observations for every certified teacher holding an apprentice, practitioner or other non-professional license (waiver, permit) using the combinations listed below, unless the teacher has an individual growth score or overall effectiveness level of 5. (see guidance below)
 - i. **Teachers who scored a 5 on the evaluation composite or a 5 on the individual student growth score (teachers of tested areas only) will have one required formal observation in the fall** – this will be an unannounced visit and will include instruction, planning and environment. A lesson plan will be requested following the observation. Two informal walk-throughs will be conducted in the spring. ** if School Service Personnel or Library Media Specialist – the visits are announced due to the nature of their rubric criteria.
 - ii. **All other teachers will be evaluated using the following sequencing with one exception – teachers who scored a 1 on their evaluation composite or a 1 on their individual student growth composite score (teachers of tested**

areas only) will be evaluated using the sequencing of an Apprentice teacher noted below, regardless of their licensure status.

4. Teachers who work 120 days or fewer during the school year are not required to be evaluated under the state system. This includes persons hired as part time, persons hired mid-year who will not complete 120 days and persons on extended leave who do not complete 120 days.
 - a. Teachers who begin the evaluation process and whose leave or resignation interrupts the process will be marked as PYE in the CODE system. Contact our system configurator for assistance.
5. Complete one half of the observations during the first semester; one half during the second semester, per the approved sequencing.
6. The sequencing for observations is listed below, unless the teacher is a level 5 or level 1 as noted above in section 2-a-i-ii. **NOTE: this sequence varies slightly from the state recommended sequencing.**

Classroom Instruction

Professional Licensed Teachers - a minimum of 60 minutes contact time

<i>Term</i>	<i>Announced</i>	<i>Unannounced</i>
Fall	Planning/Instruction	NA
Spring	NA	Environment/Instruction

Apprentice/Practitioner Licensed Teachers - a minimum of 90 minutes contact time

<i>Term</i>	<i>Announced</i>	<i>Unannounced</i>
Fall	Planning /Instruction	Environment/Instruction
Spring	Planning/Instruction	Environment

Library Media Specialists - All observations are announced, regardless of effectiveness level.

Professional Licensed Library/Media Specialists - a minimum of 60 minutes contact time. All observations are announced

<i>Term</i>	<i>Announced</i>	<i>Announced</i>
Fall	Planning/Instruction	NA
Spring	NA	Environment/Instruction

Apprentice/Practitioner Licensed Library/Media Specialists - a minimum of 90 minutes contact time. All observations are announced.

<i>Term</i>	<i>Announced</i>	<i>Announced</i>
Fall	Planning of Services/Instruction	Environment/Instruction
Spring	Planning of Services /Instruction	Environment

School Services Personnel - All observations are announced, regardless of effectiveness level.

Professional Licensed School Service Personnel - a minimum of 60 minutes contact time. All observations are announced

<i>Term</i>	<i>Announced</i>	<i>Announced</i>
Fall	Planning/Delivery of Service	NA
Spring	NA	Environment/Delivery of Service

Apprentice/Practitioner Licensed School Service Personnel –a minimum of 90 minutes contact time. All observations are announced.

<i>Term</i>	<i>Announced</i>	<i>Announced</i>
Fall	Planning /Delivery of Service	Environment/Delivery of Service
Spring	Planning/Delivery of Service	Environment

***Library Media Specialists and School Services Personnel** (and other teachers whose responsibilities do not include direct instruction with students) should be evaluated using their specific rubric. **All observations are announced for these groups.** If you wish to observe a lesson involving interaction with students, you may request to observe a teaching lesson as part of the “delivery of services “rubric component.

****Instructional Reading/Math Interventionists** whose responsibilities include teaching students should be evaluated using the Classroom Instruction rubric.

***** RTI² and Technology Coaches** will be evaluated using the School Services Personnel rubric

7. Additional observations may be conducted for any teacher at the discretion of the administration. These may be announced or unannounced. Additional observations should be entered as “other” in EVALUATE.
8. There are no maximum times between observations, but suggest that teachers have time to implement improvement strategies before the next observation.
9. Rutherford County will not provide a standard lesson template. Lesson plans should be created based on the Planning rubric indicators.
10. All observations and the Professionalism rubric should be completed no later than May 12 of the school year to provide adequate time for “end of year” meetings.
11. The Principal (school administration) / Supervisor must review the Summative score with all teachers once all data has been entered. (this will be in the fall of the following year) Print and sign the finalized score report and place in the teacher’s file.

- a. If the teacher has transferred, resigned or retired, two attempts should be made to contact the teacher for a summative conference. After two attempts, a notation should be made of the summative score report and filed in the teacher's file.
12. Maintain a file on each teacher at the school / department site. Include the lesson plan and the summative score sheet. All additional data will be accessed in EVALUATE.
 13. Observations for each certified teacher should be completed by the building level administrators and/or supervisor. If only one administrator is assigned to a school, Central Office evaluators may assist by completing a maximum of one lesson observation and / or one planning or environment rubric for any teacher assigned to a school.
 14. The evaluation "process" is grievable; the scores are not grievable. The process includes the number of observations completed per semester, Pre-Post conference requirements, opportunity to self-evaluate prior to post conference, and number of required announced and unannounced observations based on license type.

Who is responsible for the evaluations of teachers hired to the system and assigned to a school?

1. **The following department will complete the evaluation process for their assigned teachers as listed :**
 - **Special Education** - School social workers, Autism/Behavior Specialists, Assistive Technology Specialists, SPED liaisons, Vision specialists, Transition Program Teachers, Homebound

***Special education** teachers hired by the principal for a specific school site (CDC, Intervention/Inclusion, Behavior, Integrated Preschool, etc.), including speech/language pathologists and deaf ed. teachers will be the responsibility of the school administration.

2. **The following teachers will be assigned to a "home" school" and will be the responsibility of the school administration at that school. The supervisor who oversees the program will share the responsibility of evaluating these teachers.**
 - **Itinerant Math teachers** – Middle Level Coordinator
 - **RTI² Coaches** – RTI ² / Federal Programs Coordinator and RTI district coaches
 - **Spectrum** - Spectrum Administrator
 - **ESL** – ESL Coordinator
 - **Title I** – Federal Programs Coordinator

- **ROTC** – ROTC Director
- **Technology Coaches** - Instructional Technology Coordinator and technology specialists
- **School Psychologists** – Special Education Coordinator/Specialists

System Evaluators (may assist with teacher observations)

Instruction			
A. Haley	N. Hall (Title III)	K. Martin	Susan Loveless
B. Powers	H. Houchens (ROTC)	C. Davis	

Special Ed	Instr. Tech	Spectrum
K. Kasuboski	J. Benson	S. Lewis
A. Barnes	Cheri McCrary	
C. Fair	Jeannie Williams	

RTI/Federal Programs	CTE
Mark Gullion	Tyra Pilgrim
Kathy Daugherty	Brian Lewis