



CRA EDUCATOR EVALUATION POLICY

Canyon Rim Academy recognizes that the quality of education at the school can be improved and enhanced by systematic annual evaluations of Educators. The desired purposes of evaluation are to:

- (a) Allow the educator and the school to promote the professional growth of the Educator; and
- (b) Identify and encourage quality instruction in order to improve student achievement.

CRA's Educator Evaluation Policy is centered on the Utah Effective Teaching Standards (the "Standards"), as they may be revised from time to time by the Utah State Office of Education. The Principal shall evaluate annually all Educators pursuant to the Standards, utilizing the Utah Teaching Observation Tool (the "Tool") and any other tools selected by the Principal, and shall formulate an Evaluation Process through which every Educator, annually, will perform a self-evaluation and set goals for self-improvement, receive an evaluation from the Principal, and have the opportunity to discuss the evaluation with the Principal and respond in writing.

The Evaluation Process should include the following parts:

- (a) The Principal shall ensure that at the beginning of each school year, all Educators receive the Standards and the Tool, together with an orientation to explain the Evaluation Process.
- (b) The Principal may "drop in" and observe the Educator's in-class teaching informally at any time.
- (c) The Principal will inform the Educator at least one week prior to a formal observation.
- (d) The results of observation should be used in conjunction with self-evaluation, goal-setting, formative evaluation, and support.
- (e) The Principal's evaluation and the Educator's self-evaluation shall be in writing, utilizing the Tool, and must be discussed with the Educator.
- (f) The Educator shall be entitled to respond, in writing, to all or any part of the Principal's evaluation.
- (g) Copies of the completed evaluations must be given to the Educator and placed in the Educator's personnel file, together with any written response by the Educator.

Any Educator whose performance is determined to be inadequate or in need of improvement shall be given reasonable assistance to improve. The Principal shall provide to the Educator, in writing, a statement enumerating any deficiencies, together with a recommended course of action for improvement, and shall support the Educator in efforts to make improvement. After these measures have been taken, termination of an Educator based on inadequate performance is a last resort.

The term "Educator," for purposes of this Policy, includes CRA's full-time, licensed special education teacher and all full-time, job-share, and kindergarten licensed classroom teachers. This Policy does not apply to other employees of the school, including aides, administrators, coaches, part-time special education specialists, and instructors of specialty classes.