

# ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

## 4101 EMPLOYEE EVALUATION

### **Purpose**

Entheos is a school of respect and excellence for employees. Staff will be given evaluations in pursuit of excellence as teachers and as leaders in the Entheos community

### **Policy**

#### Teacher Evaluation

- I. Teacher evaluations will be modeled after the Utah State Teacher Evaluation laws.
  - A. Formal Evaluations: After the first quarter and again before the fourth quarter, the Teacher will have Formal Evaluations (two yearly). The process will include:
    1. Self Evaluation
    2. Student Survey
    3. Meeting with Director before evaluation
    4. Director's Evaluation
    5. Meeting with Director to review evaluation
    6. Formal written Evaluation given to teacher and put in file
  - B. Teacher Portfolio: Each year, the Teacher will maintain a professional development portfolio. The portfolio may contain expeditions, artifacts, lesson plans, goals and graphs tracking their pedagogy development or other items as determined by the Director. The teacher's may use portions of their portfolio to model for students.
  - C. Presentation: At the end of the year, each Teacher will present their completed portfolio to the Director and fellow peers. They will show how they and their students have improved and report on goals. The Governing Board will review teacher portfolios over each summer.
  - D. Written Evaluation: Some time after the final presentations, the Director will compile a final written evaluation of each teacher. This may include recommendations for remediation or items needing improvement. This will be a key factor in determining compensation.

Teacher Evaluation by EL

## 4101 Employee Evaluation

- I. On-site evaluations will be performed periodically by EL experts and discussed with the EL coaching team, Director, and Board on a regular basis.
- II. Teacher Evaluation by Fellow Teachers (such as the EL Coaching Team)
  - A. Evaluation of this manner is to give constructive feedback and to help aid in collaboration. It is in no way intended to be used against a teacher regarding his or her employment. However, the Director will be informed of evaluation and observe the teacher personally three times each school year.

### Director Evaluation

- I. Director evaluations will be modeled after Teacher evaluations. The process will be four fold:
  - A. Conference & Goals: After the first trimester, the Director will have a conference with the Chair of the Governing Board. This is the time when they will set goals, review parent surveys and talk about informal observations the Chair has made of the Director's performance at the school.
  - B. Director Portfolio: Each year, the Director will begin a portfolio much like his/her teachers. The portfolio will contain accomplishments of the school, accomplishments of the staff, goals and graphs tracking standardized test results of the school. The portfolio will be reviewed for completeness by the Chair during the Director/Chair conference.
  - C. Presentation: At the end of the year, the Director will present his/her State of The School Address and his/her completed portfolio to the governing board and school staff. He/she will show how the school has improved and report on personal goals.
  - D. Written Evaluation: Some time after the final presentation, the Governing Board will compile a final written evaluation of the Director. This may include recommendations for remediation or items needing improvement. This will be a key factor in determining compensation.

### Support Staff Evaluation

- I. The support staff will be evaluated each year by the Director in a year-end evaluation interview.