

# EVALUATION ORIENTATION

THE JORDAN PERFORMANCE APPRAISAL SYSTEM

JPAS 2019 - 2020



# UTAH EDUCATION EVALUATION LAW (53A-8A-301)

The law requires that all educators be evaluated **annually**.

**Provisional/Probationary:** Full UETS-based JPAS annually

**Career:** Full UETS-based JPAS every third year; an interim evaluation will be completed when not on a full evaluation

# EDUCATOR EVALUATION AND YOU

The Utah Educator Evaluation Law mandates that you:

Be evaluated with a reliable and valid evaluation.

Be oriented to the evaluation process prior to being evaluated.

Receive personal notification of the evaluation process at least 15 working days prior to your first evaluation.

Be assigned a mentor educator if you are a provisional teacher

Continued . .

Be allowed to make a written response to all or any part of the evaluation and have that response attached to the evaluation.

A copy of the evaluation and attachments will be given or made accessible to you.

**This is your orientation and  
notification of evaluation this year.**

# ASSESSMENT OF STUDENT GROWTH & PERFORMANCE

- **Assessment of Student Growth & Performance Components:**
- A goal aligned with Utah State Core Standards
- Pre- and post-assessment
- A target wherein the majority of the class demonstrates growth

(This is directly connected to indicator 54.)

# STAKEHOLDER FEEDBACK

- Input gathered through the school climate survey.
- Reported on a 4 point scale.
- This feedback will be evidenced within the UETS-based JPAS evaluation and come from the most current survey results (indicators 61 & 63).

# PROFESSIONAL PRACTICES FOR HIGH QUALITY INSTRUCTION & LEADERSHIP

## **The Jordan Performance Appraisal System (JPAS)**

- The UETS-based JPAS is an evaluation system dedicated to the recognition and development of professional educator skills. The system is based on standards of effective practices.

# EVALUATION PROCESS

Provisional and Probationary educators will be evaluated using the UETS-based JPAS Observations and Interview for each evaluation at least once a year. Provisional shall be evaluated twice the first year and then at least once the next two years. Probationary educators will be evaluated twice yearly. (HB231, 53A-8a)

Career Educators will be evaluated using the UETS-based JPAS Observations and Interview at least once every third year. During the interim years, the Educator Interim Evaluation will be completed.



# OTHER SUBGROUP EVALUATIONS

**\*Evaluations will be on the Jordan Professional Learning Systems (JPLS).**

<https://jpls.truenorthlogic.com/ia/render.userLayoutRootNode.uP>

**for both Full Evaluations and Interim Evaluations**

- School Psychologists
- Teacher Specialists
- Library Media Teacher
- Counselors

**\*\*Evaluations are on the Jordan Evaluation Systems (JES)**

<http://jes.jordandistrict.org/>

**website under Specialized Subgroups**

- Special Educators including Speech and Language Pathologists – Supplemental Items
- OT/PT
- Nurses
- Audiologists

## THE COMPONENTS OF THE UETS-BASED JPAS ARE:

- The Observation System
- An Interview System
- A Feedback Report
- The Professional Development Meeting and Materials
- Educator Interim Evaluation (for career educators for use during Interim Evaluation years)

***More information is available for all employee evaluations on the Jordan Evaluation Systems website <http://jes.jordandistrict.org/>***

# OBSERVATION REQUIREMENTS

- Two UNSCHEDULED observations
- **At least 30 minutes** of observable time each

*Educators may request that an evaluator come back at another time to complete an observation **once** during an evaluation cycle.*

# THE OBSERVATION SYSTEM

The Observation covers 49 indicators which are divided into the following three Domains:

- I. Managing the Classroom - indicators 1 - 13
- II. Delivering Instruction - indicators 14-38
- III. Interacting with Students - indicators 39-49

*These indicators are recorded on the inside of an Observation and Interview Form. The decision rules for the indicators are on page 1-49 of the Domains Document.*

# THE INTERVIEW SYSTEM

The purpose of the interview is to evaluate teaching skills not easily observed during a classroom observation

The Interview covers 15 indicators which are divided into the following two Domains:

- IV. Planning - indicators 50-59
- V. Professional Growth and Responsibility – indicators 60-64
- Special Education will also complete indicators 65-68

***These indicators are recorded on the back of an Observation and Interview Form. Decisions rules for the indicators are on pages 50 - 64 of the Domains Document.***

# INTERVIEW REQUIREMENTS

**The interview must be completed within five working days of the second observation**

It is recommended that the interviews be held in the teachers' classrooms or offices.

# THE FEEDBACK REPORT

The results of an evaluation are reported through the Feedback Report. These reports are **individualized**. The results are the compilation of the two observations and the interview.

## The components of the Feedback are:

- A graphical representation of the total score and domain scores (employment decisions are based on the total score only)
- A diagnostic section with information about the domains and their subcategories
- A planning section for recording objectives

# SCORES ARE REPORTED ON THE FEEDBACK REPORT AS OCCURRING IN ONE OF FOUR RANGES:

- NOT EFFECTIVE indicates a performance which has **not met the standard** for successful teaching in Jordan School District
- MINIMALLY EFFECTIVE indicates a performance which has met the standard and identifies strengths and weaknesses to be considered in developing plans to **improve** performance
- EFFECTIVE indicates a performance which has met the standard and identifies strengths and weaknesses to be considered in developing plans to **enhance** performance
- HIGHLY EFFECTIVE indicates a performance which has met the standard and identifies areas in which you **excelled**



## UETS-based JPAS at a glance

Educators **Oriented** to  
JPAS Process

### **Pre-Observation Notification**

Administrators will notify educators of evaluation at least 15 working days prior to their first observation

### **First Unscheduled Observation**

Data collected and recorded for Domains I - III

### **Second Unscheduled Observation**

Data collected and recorded for Domains I - III

(First & Second Observations to be completed within 15 working days, but not on the same day)

### **Interview**

Data recorded for Domains IV - V  
(Within 5 working days of the second observation)

Data on Domains I - V scored and a  
**JPAS Feedback Report** is produced

### **Professional Development Meeting**

- Feedback report interpreted and discussed within 15 working days of receiving report
- Goal Setting

Total Score in the "**Minimally Effective - Highly Effective**" range  
Evaluation Completed

# UTAH STATE LAW

- According to Utah State Law 53A-8a-602 and the associated Utah State Board of Education Rule (R277-533), any educator that receives a level of performance in the 'not effective' range will not advance on the adopted wage or salary schedule.
- There are four exceptions to the above.
  - Provisional Status (1-3 years)
  - New to the School (1 year)
  - New to the grade (1 year)
  - All new preps (secondary – 1 year)

# District Policy

- The District Policy for educator evaluation is DP311 Evaluation of Licensed Personnel can accessed online at:  
<http://policymanual.jordandistrict.org/>

*Evaluators are encouraged to let educators know during **which six week period** their observations will begin.*



# THE PROFESSIONAL DEVELOPMENT MATERIALS

<http://jes.jordandistrict.org/educators/resources/pdm/>

<http://jes.jordandistrict.org/files/ColorCodedJPAS-Domains-IV-and-V>

- A companion to the measurement portion of the UETS-based JPAS
- A set of activities and materials designed to help educators enhance their skills
- Organized by the domains and their **subcategories**
- Ideas/Suggestions are given for every indicator
- **To be used in conjunction with the Feedback Report**

WHAT HAPPENS IF YOUR TOTAL SCORE FROM AN  
EVALUATION IS IN THE  
NOT EFFECTIVE RANGE?

**You will get help**

# HELP RESOURCES

- The Professional Development Materials
- Assistance from a specially trained **Consulting Educator or Coach** (A Consulting Educator or Coach may be requested at anytime by any teacher, not just for help concerning UETS-based JPAS)
- Assistance from your school administration
- Assistance from a school mentor
- District sponsored UETS-based JPAS classes

An administrator may choose to complete a full evaluation for an educator at any time. This will change the evaluation cycle for this educator.



# EVALUATOR CERTIFICATION

- Prior to completing a UETS-based JPAS evaluation administrators must pass a certification course.
- Administrators must recertify in the use of the UETS-based JPAS once every three years after their initial certification.
- The UETS-based JPAS is monitored annually.

# CONCLUSION

The feedback you receive from a UETS-based JPAS (observations/interview or interim) will:

- Give you recognition for the effective skills you use
- Help you identify areas for **professional growth goals**
- Aid in providing high quality instruction to all students

## FOR MORE INFORMATION...

**Everyone** is welcome to attend the JPAS classes or complete the online training– register on JPLS

New hires are highly encouraged to attend or complete the online training

<http://jes.jordandistrict.org/educators/trainings/>