

TO: ALL FIRST YEAR AND NON-TENURED STAFF

FROM: Diann Drenosky; WEA VP

RE: PDEP INFORMATION AND DATES (Evaluation Process)

DATE: November 3, 2009

I thought it would be useful to review the evaluation process for all first year and non-tenured staff. If you have any questions regarding this information please call Lynn Washington at 341-1595 for secondary teachers or Michael Brownstein at 341-1900 Ext. 1911 for elementary level teacher.

1. First year teachers should have an informal mentor assigned to them by 9/15 by the Principal of their school.
Teachers who have taught before but who are new to Westport should have an informal mentor assigned to them by 9/15 by the Principal of their school..
2. First year teachers must have a minimum of 3 observations and written reports by an Immediate Supervisor by 2/15. These observations can have a preconference(optional) and must have a post-observation conference and written observation report that is completed within 10 school days from the observation date.
3. Teachers who are in year two through four must have a minimum of 2 observations and written reports. Post observation conferences and observation reports are to be completed within 10 school days from the observation date.
4. The Mid-Year Summative Evaluation Conference and completion of the Non-Tenured Summative Evaluation Form for Teachers in Year 1 and 2 needs to be completed by March 1st. The PDEP Supervisor is responsible for having the Principal sign this and sending it to the Assistant Superintendent for Personnel (we do not have one any Longer) by March 1st.
5. The Mid-Year Summative Evaluation Conference and completion of the Non-Tenured Summative Evaluation Form Sections IV, V, and VI of Appendix G must be completed by March 1st for teachers in Year 3 and Year 4.
6. Year 3 and Year 4 teachers participate in annual professional growth goal development.
7. If a supervisor determines, primarily based upon classroom observation evidence, that a non-tenured teacher has not demonstrated excellence or the capacity for excellence in teaching, the supervisor will inform the teacher in a face-to-face conference followed by a letter summarizing the concern(s). The conference and written notification are to take place by January 15th. An Intensive Assistance Plan

is developed collaboratively by the supervisor and the teacher detailing the performance indicators in need of improvement and aligning support resources to assist the teacher toward making significant improvement for both the teacher's professional growth and to ensure that students receive a solid instructional experience. Significant improvement, as evidenced by classroom observations, must be demonstrated before March 1st for a principal to recommend contract renewal. This practice and procedure applies to Year Two, Three and Four teachers if they were renewed the previous year but do not demonstrate continuous and significant growth and/or proficiency.

8. Intensive Supervision Phase for Non-Tenured and Tenured Teachers. This phase is for teachers experiencing performance difficulties in relation to Westport Teaching Standards. Evaluation of performance related to Westport Teaching Standards with Specific problem areas identified.
 - Development of short-term objectives aimed at addressing performance problems.
 - Frequent formal and informal observations by administrator.
 - Interim progress is reviewed through teacher/administrator conference(s).
 - At the end of the defined intervention time period (up to and including a full school year) teacher's PDEP status/phase is determined.
 - Teachers are assigned to this phase by the primary PDEP supervisor for a minimum of 60 days to one school year. Teachers can be assigned to this phase at any point in the annual cycle or from one year to the next as needed.

I hope this information is helpful and I will review the PDEP process for tenured staff in the near future. Again any questions, please call.