

KEARNS HIGH SCHOOL

Memo No. 47

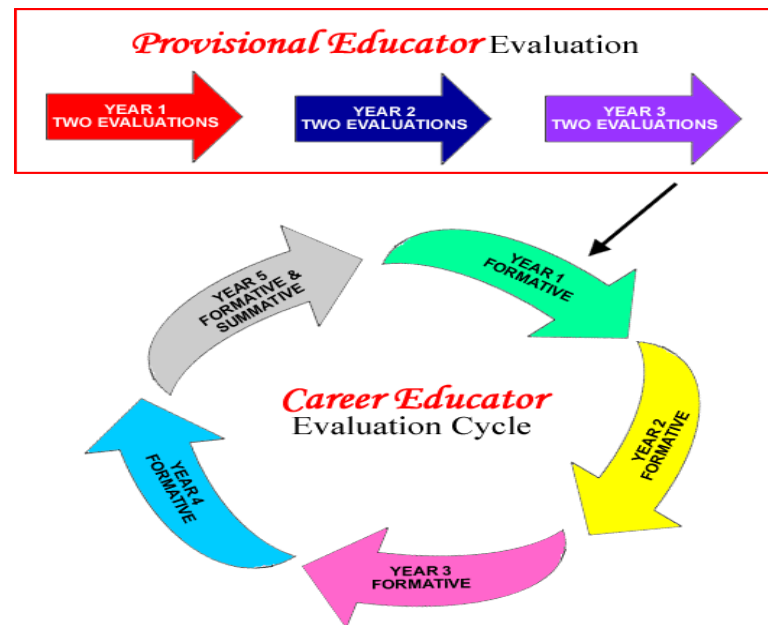
August 2011

Subject: Professional Growth and Evaluation Process

All educators participate in an evaluation process every year. There are two types of evaluations: formative and summative. The formative evaluation is time for reflection, self-assessment, goal-setting, and professional learning. The summative evaluation determines whether or not standards are being met.

The purpose of formative evaluation is to improve professional practice. It allows educators to set personal improvement goals and collect lines of evidence to determine if those goals have been met. The formative evaluation process includes: (1) self-reflecting to complete the self-assessment form, (2) determining goals related to standards, and (3) deciding what lines of evidence will best measure progress on goals.

The purpose of summative evaluation is to determine whether standards are being met. It assembles the goals and lines of evidence developed during formative evaluation. Summative evaluation occurs at least every fifth year for career educators (or seventh year for educators with a level 3 license) or twice annually for provisional educators. It is designed to coincide with the educator's licensure cycle.



Professional Growth and Evaluation Process

All Provisional and Career educators need to prepare a goal plan for the year and meet with an assigned administrator to discuss it. You can access the plan in the following way:

1. Go to *District Web Page*
2. Choose *Employees* header
3. Under Employees choose *Departments*
4. Under departments choose *Professional Growth and Evaluation*
5. Under Forms choose and complete the activities under either *Formative Evaluation Process and Timeline* (if you are a 1st – 4th year career educator) or *Summative Evaluation Process and Timeline* (if you are a 5th year career educator or a provisional educator).
6. During the month of September, make an appointment with your assigned administrator to go over your self assessment and Professional Growth Plan. Bring Copies of the forms with you to the appointment. As Kearns High School is designated an iSchool this year, one goal that must be part of your Professional Growth and Evaluation Plan is *developing and implementing instructional strategies that utilize I-Pods*.
7. During the month of May, make an appointment with your assigned administrator to review your progress at achieving the goals of your Professional Growth Plan. Please bring to the appointment adequate lines of evidence to demonstrate that progress. If you are a 5th year career or provisional level teacher, please be prepared to complete the Summative Evaluation Summary.