

Teaching Staff Evaluation Cycle

Hamilton Community Schools | Starting 2025-2026

Thoughtful Classroom Teacher Effectiveness Framework™



START
HERE

Performance Goals

- At least two (2) specific performance goals developed and drafted collaboratively by teacher and evaluator to improve their effectiveness in the upcoming year
- Finalized by **September 30**
- If an agreement is not reached, the teacher will select one goal and the evaluator will select the other goal
- Goals **MUST** include any recommended training identified by the evaluator in consultation with the teacher

Individualized Development Plan (IDP)

- All probationary teachers, teachers rated less than "Effective" on last year-end evaluation, and any tenured teacher with specific area(s) of concern
- Specific performance goals completed by evaluator in consultation with teacher used to assist in improving effectiveness
 - Teacher **MUST** be provided all performance goals and deficiencies at the outset of the IDP
- **MUST** be assigned a mentor or coach who is not the evaluator

Classroom Observations

- **MUST** be at least two (2) observations
 - A minimum of one (1) observation must be scheduled and must include both in-person pre- and post-observation meetings
 - All other observations may be unannounced
- 1st observation **MUST** occur no later than **December 15**
- Each observation **MUST** somehow include:
 - Review of the lesson plan
 - Review of the state curriculum standard used
 - Review of student engagement
- Each observation **MUST** be no less than fifteen (15) consecutive minutes
- Unless teacher gives consent, observations used in evaluation **MUST NOT** occur before the 10th day of school, nor the day before or after Thanksgiving Break, Christmas Break, or Spring Break
- Post-observation meeting (in-person, virtual, or by email) **MUST** be held within five (5) school calendar days of the observation
 - Teacher **MUST** receive written feedback within ten (10) school calendar days of the observation
 - There **MUST** be at least one (1) in-person post-observation meeting per evaluation year

IDP Mid-Year Progress Report

- **MUST** occur no later than **February 1**
- Used as a supplemental tool to gauge the teacher's improvement and assist in any needed additional improvement/goals aligned with the IDP
- Written improvement plan completed by evaluator in consultation with teacher including these goals and training for the remainder of the school year to be used to assist in improving effectiveness

Year-end Evaluation

Effective: 2.50 to 3.00

Developing: 1.51 to 2.49

Needing Support: 1.00 to 1.50

- Year-end effectiveness determination **SHALL** be reviewed in-person by the third Friday in May
- **MUST** include a draft of specific performance goals that will assist in improving next school year effectiveness (Finalized by September 30 of next school year)
 - Developed in consultation with the teacher
 - Includes recommended training that would assist in meeting these goals
- **MUST** be signed by the evaluator and the teacher
 - Signature means only that the evaluation has been received and does not necessarily imply agreement
 - Teacher has the right to choose to submit a response that will be attached to their evaluation and included in their file
- Summative year-end evaluation and written feedback **SHALL** be delivered to the teacher electronically by **May 30**
- In the event there is no year-end evaluation completed, the teacher **SHALL** be deemed "Effective"

Evaluation Scoring

80% - Classroom Observations using Thoughtful Classroom tool

- 2025-26 will be limited to Dimensions 1-4 (Four Cornerstones) and Dimension 10 (Professional Practice) - each dimension carrying equal weight (20%)
- 2026-27 and thereafter
 - Dimensions 1-4 (12% each)
 - Dimension 10 (20%)
 - Combination of any observed Dimensions 5-9 (32% total)

20% Student Growth Data

- State Data - 10% (3 year avg.)
- Local Data - 10% (Action Research Project)
 - Student growth goals mutually determined by teacher and evaluator

"Teacher" is defined as someone assigned to deliver direct instruction to pupils PK-12 as a teacher of record. Ancillary staff and other non-teacher members will be evaluated using a different tool

Detailed information regarding evaluation can be found in the 2025 Letter of Agreement found on the District website

Triennial Evaluations for Tenured Teachers

- **MUST** have three (3) consecutive current year-end ratings of at least "Effective" to be eligible
- Tenured teachers not evaluated in 2024-25 will be evaluated in 2025-26
- If subsequent rating is not "Effective", teacher **SHALL** be evaluated annually until receiving three (3) consecutive year-end ratings of "Effective"
- Return to Annual Evaluations:
 - New teacher with prior tenure in another district
 - Teacher requests to be evaluated
 - Change of placement
 - Placed on an IDP
 - Subject to discipline during the school year or prior school year