

**ARTICLE XX**  
**Professional Employee Assessment**

TA 3/27/24  
mgm  
Sayer  
3/27/24

The parties recognize that the evaluation of the performance of all employees is the responsibility of the administration and that the evaluation process is designed to improve a employee's instructional practice and student achievement.

A. In compliance with the mandate of Florida Statute regarding evaluation of instructional personnel performance, evaluations shall be based on a combination of the overall instructional practice score and student performance score to create a Final Summative Score on the Instructional Performance Appraisal. Each employee will receive an overall rating of Highly Effective, Effective, Needs Improvement, or Unsatisfactory based upon the Final Summative Score.

Forms and procedures for evaluation shall be as set forth and posted on the District Website. The St. Johns County School Board approved evaluation system shall be used for all observations.

1. All professional employees shall be observed by their principal/supervisor and/or designee. After a professional employee has received and discussed feedback from an observation with their current evaluator, that employee may request one (1) additional observation by a different evaluator from their school/department per year.
2. All teachers will be given a two-week window in advance of when observations will take place. The teacher may request a pre-observation and/or a post-observation conference with their evaluator. There shall be no observations conducted the day before Winter Break, Spring Break, or Thanksgiving Break unless requested by the teacher.
3. Evaluators shall enter the observation, feedback, into the observation tool within 10 working days following any observation. The employee, in turn, will respond to the observation within 5 or fewer working days with the observation finalized within the next 5 working days.
4. When assigning a score below Applying,
  1. The professional employee shall be provided documented assistance including, but not limited to, visitation with other teachers, weekly reviews of lessons with consultation, outside reviews by someone of the employee's selection, attendance at appropriate staff development, review and consultation by school administration of progress in performance. Monitoring will be ongoing.
5. Non-participation in voluntary activities that take place outside the 7.5 hour work day cannot be used as part of the evaluation process.
6. Employees will receive the instructional practice score of their annual evaluation at least six (6) weeks prior to the last day of school for teachers.
7. The Final Summative Score on the Instructional Performance Appraisal will be submitted to the school/site administrator within ten (10) business days after the St. Johns County School District has calculated and validated all student data scores necessary to complete the student performance achievement score.

8. Following any written evaluation of an employee, the employee will receive a copy of the evaluation, signed by the principal or supervisor, no later than ten (10) days after the evaluation conference takes place as per Florida Statutes.
9. Employees shall be given written notice, assistance, and time to improve for any area of concern prior to receiving a rating other than *Effective* or *Highly Effective* on the Final Summative Score of the Instructional Performance Appraisal as per Florida Statutes.
10. All professional employees shall have electronic access to the board-approved evaluation criteria within the first 15 working days. Training will be conducted, as requested, for all instructional personnel new to the evaluation process prior to their first observation on the board-approved evaluation system.
11. When the employee signs either portion of the Instructional Performance Appraisal, it is understood that the signature of the employee indicates they have been given a copy of the written evaluation. Employees shall have the right to initiate a written response to either section of the Instructional Performance Appraisal. The response shall become a permanent attachment to the assessment in their Personnel File.
12. Nothing in this section shall be construed to grant a probationary employee a right to continued employment beyond the term of their contract.
13. The personnel/evaluation file of each employee shall be subject to Florida Law.
14. If an administrator determines that a Professional Service or Continuing Contract employee is in jeopardy of being terminated for unsatisfactory performance, such employee shall be notified at the time of signing the instructional practice score portion of the Instructional Performance Appraisal as per Florida Statutes.  
  
The EEE Committee shall consist of six (6) members from SJEA and six (6) members of Management. This committee shall meet at least two times per year as determined by the language in Appendix A, to provide district updates and receive feedback on the evaluation system. Nothing contained herein shall be considered to deny or restrict the Board of its rights to manage and direct the work force. Recommendations for change to the evaluation system due to district, state and federal mandates will be referred to the EEE Committee as stated in Appendix A, Working Committees #2.
15. Unless otherwise restricted by law, the employer shall apply weighting factors when calculating student performance achievement. These factors include, but are not limited to, attendance and prior achievement. When considering attendance, all absences, unexcused and excused, including those for field trips, shall be included.