



Shepherd School District's Evaluation Plan

Shepherd Public Schools

Our District Mission, Vision, and Commitments

We Are Shepherd: A safe, respectful, and positive community where our high expectations and emphasis on personal growth support all students in being successful, lifelong learners.

High School:

We Are Shepherd: Empowering students to achieve greatness. Built Upon: ResPect, LeadeRship, IntegrItY, KinDness and AchiEvement.

Middle School:

Students work towards being Persistent, Responsible, Independent, Dedicated, and Empowered.

Elementary School:

At Shepherd Elementary School, our vision is to prepare children for a lifetime of success through Positivity, Respect, Independence, Discovery, and Empowerment.

Shepherd School District's Evaluation Plan has been a part of the Shepherd process of evaluation of teachers since 2011. We have had an evaluation process in place for many years to ensure teachers are providing a quality education.

Our plan supports teachers in their professional development in order to guide teachers to become better educators. We use the evaluation tools in order to help focus professional development opportunities for our instructional staff. It allows the administration to look for trainings or workshops in the areas of need for each individual staff member. The evaluation plan is tied back to our mission statement so that each teacher is pushed to grow individually to become more successful.

Not only do we focus our evaluation system on accountability in four major areas, we use it to improve teacher effectiveness. This helps identify areas of strength and areas for growth. We ensure teachers are meeting the requirements we have in place at Shepherd as well as those that come from the state level.

The more effective a teacher is the more he/she can affect student success within the classroom. Shepherd teachers are held to a high standard with high expectations to ensure our educators are supporting student learning and pushing students to make personal growth as well.

Having an effective evaluation plan, allows our staff to become better educators. They can improve their teaching practices and help them stay focused on student learning. We thrive to have a positive school culture so evaluations are looked at as opportunities to learn and grow. We want to foster an environment where there is continuous improvement whether you are a new teacher at Shepherd or you have been here for more than 30 years. We strive for our teachers to be lifelong learners just like our students.

Vision, Mission, and Commitments

Elementary Vision

Positivity
Respect
Independence
Discovery
Empowerment

Elementary Commitments

At Shepherd Elementary School, our vision is to prepare children for a lifetime of success. Faculty and staff are committed to providing a safe and **positive** environment for children to learn and develop. We will teach **respect** for each other, authority, and oneself. Our curriculum will focus on building responsibility and **independence** to make a smooth transition to middle school, high school, and beyond. Shepherd Elementary will encourage **discovery** and growth of social, academic, and personal skills for every student. We believe in the **empowerment** of our students and hold everyone within our walls to the highest standard.

Middle School Vision

P.R.I.D.E.

Persistent

I commit to creating goals for myself and overcoming obstacles by taking the time to do things the right way in order to succeed.

I commit to setting and achieving my goals.

Responsible

I commit to completing my work with my best effort and turning it in on time.

I commit to putting forth my best effort.

Independent

I commit to trying to take on challenges myself before asking for help.

I commit to advocating for myself.

Dedicated

I commit to giving my time and effort towards the things I need most.

I commit to prioritizing my needs.

Empowered

I commit to realizing that I have the power to make my own decisions and choices.

I commit to being confident in my own decisions.

High School Vision

We Are Shepherd: Empowering students to achieve greatness.

Built Upon:

Res**P**ect
Leade**R**ship
Integr**I**ty
Kin**D**ness
Achi**E**vement

Shepherd High School Commitment Statements:

Respect: We commit to thinking before we act and showing everyone respect.

Leadership: We commit to inspiring others to be their best.

Integrity: We commit to being honest and making good choices.

Kindness: We commit to being compassionate and understanding.

Achievement: We commit to giving our best effort in everything we do.

Evaluation Process for Teachers

Each teacher in the Shepherd District will be regularly evaluated throughout the teacher's service, although the supervisory burden will naturally be greater in the early years of teaching service. At Shepherd, non-tenured and tenured teachers are evaluated at least once yearly by March 1. This is per the Collective Bargaining Agreement under ARTICLE VII STAFF EVALUATION Sections 1-3.

After each evaluation, the building administrator will hold a conference within ten (10) working days of the evaluation. At this time a copy of the report will be provided to the teacher. The teachers shall be provided an opportunity to write a rebuttal to the evaluator's conclusion to be a part of the evaluating form. The teacher has ten working days to submit a rebuttal.

Shepherd School Collective Bargaining Agreement 2024-2025:

<https://www.shepherd.k12.mt.us/site/handlers/filedownload.ashx?moduleinstanceid=2525&dataid=4426&FileName=Negotiated%20Agreement%202024-2025.pdf>

Evaluation Tool

The Shepherd School District teachers are evaluated on using a three step process through the use of Danielson Framework and the Montana EPAS system. The Shepherd School District's evaluation tool is based off of Danielson Framework and is broken down into 4 domains. Domain 1 is based on Planning and Preparation. Teachers are evaluated on understanding the curriculum, setting instructional outcomes, designing assessments and knowing the students. Domain 2 is based on the learning environment in the classroom. Teachers are evaluated on items pertaining to culture of learning, supporting positive behaviors and organization of the classroom. Domain 3 is based on learning experiences and engagement of students. Teachers are evaluated on questions and discussion techniques, engaging students in lessons, assessments of student knowledge and meeting student needs. Domain 4 is based on components of a teacher being successful beyond the classroom. Teachers are evaluated on items such as engaging with families and communities, contributing to a positive school culture, professional development, and acting with integrity and ethically as a teacher in the profession.

For each element in the evaluation tool, teachers are scored as unsatisfactory, developing, proficient, and exemplary. Teachers are also given feedback in each area in order to see where they are doing well and in what areas they need to improve.

We break down the framework evaluation tool into three sections. When a teacher is new to the Shepherd District, he/she is only evaluated on certain criteria in each domain each year. The first three years are building blocks on each other. By the end of a teacher's third year they will be evaluated in each of the framework areas.

Below is the breakdown of the evaluation tool and what teachers are evaluated on in each of their first three years.

Breakdown for Evaluations

Domain	Component	# Avail.
1	A	3
1	B	5
1	C	4
1	E	3
1	D	4
1	F	4

2	A	2
2	B	3
2	C	5
2	D	3
2	E	2

3	A	4
3	B	3
3	C	4
3	D	4
3	E	3

4	A	2
4	B	3
4	C	3
4	D	4
4	E	3
4	F	5

1st year	2nd year	3rd year
	1,2,3	
2,5	1,3,4	
		1,2,3,4
	1,2,3	
	1,2,4	3
2	1	3,4

1,2		
1,2,3		
2,3,4	1	5
1,2,3		
1,2		

2,3	1,4	
		1,2,3
1	2,3	4
3	1,2	4
	1	2,3

		1,2
1,2,3		
1,2		3
1,2	3	4
	1,2	3
1,2,3,4,5		

32	24	20
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Evaluation Process for Paraprofessionals

Each instructional paraprofessional is evaluated once a year by April 1. Paraprofessionals are evaluated on the following areas: adaptability, attitude, dependability, knowledge of job, punctuality, quality of work and personal characteristics. Again, this evaluation tool is used to promote growth of our employees to allow them to help support student learning.

Evaluation Process for Superintendent and Administrators

The Shepherd School District Superintendent is evaluated every year in January. The following criteria are used to evaluate the Superintendent.

Standard 1. Mission, Vision, and Core Values.

Effective educational leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.

Standard 2. Ethics and Professional Norms.

Effective educational leaders act ethically and according to professional norms to promote each student's academic success and well-being.

Next set of standards all evaluated together:

Standard 3. Equity and Cultural Responsiveness

Standard 4. Curriculum, Instruction, and Assessment

Standard 5. Community of Care and Support for Students

Standard 10. School Improvement.

Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being. Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being. Effective educational leaders cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student. Effective educational leaders act as agents of continuous improvement to promote each student's academic success and well-being.

Standard 6. Professional Capacity of School Personnel

Effective educational leaders develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.

Standard 7. Professional Community for Teachers and Staff

Effective educational leaders foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.

Standard 8. Meaningful Engagement of Families and Community

Effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.

Standard 9. Operations and Management

Effective educational leaders manage school operations and resources to promote each student's academic success and well-being.

Each building's administrator is evaluated every year in February. The administrator's evaluation tool uses the following criteria based upon the ISLLC standards.

1. A school administrator is an educational leader who promotes the success of all students by *facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.*

2. A school administrator is an educational leader who promotes the success of all students by *advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and professional growth.*

3. A school administrator is an educational leader who promotes the success of all students by *ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.*

4. A school administrator is an educational leader who promotes the success of all students by *collaborating with families and community members, and mobilizing community resources.*

5. A school administrator is an educational leader who promotes the success of all students by *acting with integrity, fairness, and in an ethical manner.*

6. A school administrator is an educational leader who promotes the success of all students by *understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.*

Conclusion

Shepherd School's evaluation program adds to our mission of personal growth, not only do we want our students to make personal growth but we would like our staff to grow as well. Each day we have the chance to improve and get better.

Shepherd Schools use an evaluation tool that is based on a comprehensive and research-based framework. This ensures we evaluate all aspects of being a successful teacher or administrator. Each area aligns with the practices of being an effective educator. We want our teachers to make the best impact on our students' learning process.

Our evaluation process is put in place to help teachers, paraprofessionals or administrators to become more proficient at being successful. We tie our evaluations back to our overall mission on personal growth. We want each and every adult on campus to make personal growth just the same as our students.