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CERTIFIED TEACHER EVALUATION PROCEDURE (CUR-P004)  
Milford Public School District

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**1.0 SCOPE:**

- 1.1 This procedure applies to all certified district teachers (except the district leaders who use the school leader evaluation procedure – CUR-P003).

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 All Supervisors of Certified Teachers

Authorized Signature on File  
\_\_\_\_\_  
Signature Date

**3.0 APPROVAL AUTHORITY:**

- 3.1 Supervisor of Curriculum and Staff Evaluation

**4.0 DEFINITIONS:**

- 4.1 Certified Teacher – Any teacher certified to teach by the State of Connecticut.

**5.0 PROCEDURE:**

- 5.1 At the beginning of each year, in September, every non-tenured teacher and every tenured teacher on “Summative Year” will identify with their supervisor one or more annual goals related to student learning. (See CUR-F040)
- 5.2 At the beginning of each year, in September or October, every tenured teacher on a “Professional Learning Plan” year will identify with their supervisor a plan for one year or two years related to student learning and to professional growth. (See CUR-F044)
- 5.3 Each teacher will turn in one or more annual goal(s) or professional learning plans including objectives, timelines, and measurements. (See CUR-F040 or CUR-F044)
- 5.4 Each non-tenured teacher will be observed by a supervisor at least three times during the year. Each tenured teacher on “Summative Year” will be observed by a supervisor at least twice during the year. The observation will include a post-conference with the supervisor within five (5) school days and an observation write-up prepared by the supervisor. (See CUR-F041)
- 5.5 Every non-tenured teacher and tenured teacher on “Summative Year” will have a mid-year conference with their supervisor to discuss their interim progress toward meeting the objectives of their annual goals.
- 5.6 Mid-year teacher’s conferences are optional for “Professional Year Plans”.
- 5.7 Each principal will hand out form for Teacher Input to End-of-Year Report (CUR-F042) no later than May 1<sup>st</sup>.
- 5.8 Every teacher on a “Professional Year Plan” will write-up an end-of-year assessment of progress on the agreed upon plan. (See CUR-F045)
- 5.9 Every teacher will meet for a year-end conference with their supervisor to discuss their performance and the progress on their goals/plans during the year.
- 5.10 A supervisor will write a year-end evaluation for each non-tenured teacher and each tenured teacher on “Summative Year”. (See CUR-F043)

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**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 The Connecticut Common Core of Teaching (available at [www.Milforded.org](http://www.Milforded.org) and [www.state.ct.us/sde](http://www.state.ct.us/sde))
- 6.2 The Connecticut Code of Professional Responsibility for Teachers (available at [www.state.ct.us/sde](http://www.state.ct.us/sde))
- 6.3 The Connecticut/Milford Self-Assessment Instruments (available at [www.Milforded.org](http://www.Milforded.org) and [www.state.ct.us/sde](http://www.state.ct.us/sde))
- 6.4 Goal Setting Form –Summative Evaluation Year – CUR-F040
- 6.5 Teacher Observation Report – CUR-F041
- 6.6 Teacher Input to End-Of-Year Report – CUR-F042
- 6.7 Summative Evaluation End-Of-Year Report – CUR-F043
- 6.8 Professional Learning Plan – CUR-F044
- 6.9 Professional Learning End-Of-Year Evaluation – CUR-F045

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
CUR-F040	Personnel Files	Length of Employment plus 30 years (after receiving the signed approval form (RC-075) from the Office of the Public Records Administrator)	Shred	Locked Files
CUR-F041				
CUR-F043				
CUR-F044				
CUR-F045				

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision #</u>	<u>Description of Revision:</u>
10/15/2003	A	Initial Release
04/13/2004	B	Added actual form #s within 5.0-Procedure, added new 5.7, added websites under 6.0-Associated Documents and changed Identification/Retention/Disposition in 7.0-Record Retention Table.

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