

Pennsylvania  
Department of Education  
Teacher and Principal Evaluation Information  
Individual LEA Data  
For the 2011-12 Rating Period

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GENERAL INFORMATION

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**LEA Name:**

Lincoln IU 12

**AUN Number:**

112000000

**Address:**

65 Billerbeck St PO Box 70 New Oxford, PA 17350-0070

**Name Superintendent or Chief School Administrator:**

Dr. Michael D. Thew

**For Information Contact:**

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TEACHER INFORMATION

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**Describe the LEA's system used to evaluate the performance of your teachers:**

LINCOLN INTERMEDIATE UNIT NUMBER 12 SPECIAL EDUCATION DIVISION REVISED January 4, 2011 SYSTEM: Procedures Implementing Policy 412 Relating to Supervision, Evaluation, and Rating of Professional Staff Assigned to the Special Education Division POLICY: It is policy of the Division of Special Education to supervise, evaluate, and rate all professional and temporary professional employees assigned to the Special Education Division EFFECTIVE: January 4, 2011 FORMS: Professional Observation/Evaluation Record (SE-701) Summary of Observation (SE 702) Temporary/Professional Employee Rating Form (PDE-5501)

RATIONALE: The Lincoln Intermediate Unit Number 12 has established a formalized system to supervise all employees assigned to the Division of Special Education. Its purpose is to provide: 1 A means to insure that each employee has an understanding of the expectations of the Intermediate Unit related to their performance within and outside their assignment. 2 A method of encouraging communication between supervisors and professional employees. 3 A uniform procedure for supervising, collecting data, evaluating/conferencing, and assisting members of the professional staff to continuously improve. 4 A fair and equitable method of arriving at an annual rating as required under the Public School Code of 1947. DEFINITIONS: RATING: A written assessment of professional employee performance filed on PDE Form 5501 as prescribed by the Pennsylvania Department of Education. It is numerical and must be supported by anecdotal records if the numerical rating is less than 20 points in any category. OBSERVATION: A written record of classroom visits or where appropriate, work station visitations, or other interaction between supervisor and the professional staff member. ANECDOTAL RECORD: A written report, observations, analysis or letter describing actions observed by the supervisor, related to the professional staff member's performance. GUIDELINES: REPORTING REQUIREMENTS: 1. Each supervisor will be responsible for supervising, evaluating, and rating each full time or part time professional staff assigned to the following programs: 1.1. Supervisors of Neurologically Impaired and Multi-Disabled Support Programs 1.2. Supervisor of Work Experience Programs 1.3. Supervisors within Buildings of the Multi-Disabled Support Programs, Life Skill Support Program, Autistic Support Programs, and Instruction Conducted in the Home 1.4. Supervisors of Emotional Support, Partial Hospitalization, and Alternative Education Programs 1.5. Supervisor of Speech/Language Support Programs 1.6. Supervisor of Vision and Hearing Support Programs 1.7. Supervisor of Pre-School Program 1.8. Supervisor of School Psychological Services 1.9. Supervisors of Life Skills Support and Autistic Support Programs 1.10. Director of Special Education (1.10.1.) Assistant Director of Special Education (1.10.2.) Associate Director of Special Education (1.10.3.) Program Supervisors (1.10.4.) Instructional Advisors/ Site Managers (1.10.5.) Other professional employees assigned to the Division of Special Education (1.10.6.) Technical Assistance Consultants (TaC) THE EVALUATION PROCESS AND TIMELINES: 2. Supervisors 2.1. Supervision will be directed toward the successful accomplishment of duties outlined in job descriptions and the accomplishment of stated goals. 2.2. Evaluation will be based upon job performance 3. Temporary Professional Employees and Long Term Substitutes (working more than 45 days or more in same assignment) 3.1. All Temporary Professional Employees will be observed no fewer than two times per year (one time per semester) during their probationary period. 3.2. Each observation will be of sufficient length to allow for an analysis of the major components of the lesson or instructional activity. 3.3. Each observation will be written on approved forms Professional Observation/Evaluation Record (SE-701) and Summary of Observation (SE 702). Copies of SE -701 and SE- 702 will be presented to the professional employee at the time of the supervisory conference following the observation. The supervisory conference is the responsibility of the supervisor and will be scheduled within five working days of the observation. 3.4. Staff members disagreeing with the contents of the observation may file a written explanation of their objections within five working days following the supervisory conference. This document will be attached to the observation record (SE-701) and placed in the staff member's file. 4. Professional Employees (to include permanent and part-time) 4.1. All professional employees will be observed at least once per year. 4.2. Each observation will be of sufficient length to allow for an analysis of the major components of the lesson or instructional activity. 4.3. Each observation will be written on approved forms (SE-701 Professional Observation/Evaluation Record and SE-702 Summary of Observation) and submitted to the teacher at the time of the supervisory conference following the observation. The supervisory conference is the responsibility of the supervisor and will be scheduled within five (5) working days of the visit. 4.4. Each observation will be written on an approved form (SE-701 or SE-702) and submitted to the teacher at the time of the supervisory conference following the observation. The supervisory conference is the responsibility of the supervisor and will be scheduled within five (5) working days of the visit. 4.5. Staff members disagreeing with the contents of the observation may file a written Explanation of their objections within five (5) working days following the supervisory conference. This document will be attached to the observation record and placed in the staff member's file. RATING SYSTEM USING THE PDE-55016. Temporary Professional Employees 6.1. Temporary professional employees will be rated on PDE Form 5501 at least twice each year. (One time per semester) 6.2. Additional ratings may be issued at the discretion of the supervisor or administrator in charge. 6.3. Each rating will be supported by appropriate observation, anecdotal records. 6.4. Ratings will be discussed with the employee. The employee will be asked to verify the conference by signing the PDE form 5501. If the employee refuses to sign the form, it will be noted by the supervisor on Lincoln Intermediate Unit stationery. A copy of the note will be attached to the PDE-5501 assigned to the employee's file and a copy sent to the employee. 6.5. Unsatisfactory Rating: 6.5.1. Any staff members receiving an unsatisfactory rating (a total score of 60 points or less) will be advised in writing and requested to come to the Lincoln Intermediate Unit's New Oxford Office to meet with their supervisor, the Director of Special Education, and the Executive Director to discuss the rating. A written report, outlining the reasons for the unsatisfactory rating will be provided to the staff member at the conference. Recommendations for improvement will be included where appropriate. 6.5.2. The supervisor will be responsible for preparing a summary of the conference. A copy will be sent to the employee and another placed in the employee's personnel file. 6.5.3. A written response to the rating may be submitted within ten working days after receiving the summary of the conference. This response shall be placed in the staff member's personnel file. 7. Professional Employees 7.1. Professional employees shall be rated at least once each year on PDE form 5501. 7.2. Additional ratings may be issued at the discretion of the supervisor or administrator in charge. 7.3. Each rating will be supported by appropriate observation, anecdotal records. 7.4. Ratings will be discussed with the employees. The employee will be asked to verify the conference by signing the PDE form 5501. If the employee refuses to sign the form, it will be noted by the supervisor on Lincoln Intermediate Unit stationery. A copy of the note will be attached to the PDE-5501 assigned to the employee's file and a copy sent to the employee. 7.5. Unsatisfactory Rating: 7.5.1. Any staff members receiving an unsatisfactory rating (a total score of 60 points or less) will be advised in writing and requested to come to the Lincoln Intermediate Unit's New Oxford Office to meet with their supervisor, the Director of Special Education, and the Executive Director to discuss the rating. A written report, outlining the reasons for the unsatisfactory rating will be provided to the staff member at the conference. Recommendations for improvement will be included where appropriate. 7.5.2. The supervisor will be responsible for preparing a summary of the conference. A copy will be sent to the employee and another placed in the employee's personnel file. 7.5.3. A written response to the rating may be submitted within ten working days after receiving the summary of the conference. This response shall be placed in the staff member's personnel file. 8. Distribution of Rating Forms 8.1. Temporary professional employees will receive a completed PDE -5501 Rating Form in January and June. 8.2. Professional employees will receive PDE- 5501 Rating Form prior to June 30th. 8.3. Additional Rating forms may be issued at the discretion of the administration to meet specific needs. 9. Scoring the PDE-5501 9.1. The rating point system defined on the PDE form 5501 will be utilized. The PDE-5501 Form deals with the rating of competencies in the performance of the professional assignment. It is not generally used to measure those other causes for termination of contract as outlined under Section 1122 of the Pennsylvania School Code. 9.2. The PDE form 5501 is separated into four categories (Personality, Preparation, Technique, Pupil Reaction) that describe those components representing effective Teacher/student behavior. 9.3. Each category will be considered separately and scored. The maximum score in each Category is twenty (20) points. The total points assigned may not exceed eighty (80). 9.4. Any rating of less than 20 points in any category must be supported with appropriate anecdotal records. 9.5. Category Rating Scale (deduction of points) 9.5.1. Need Improvement—5 points Documentation exists 9.5.2. Poor Performance—10 points Substantial documentation exists 9.5.3. Very Poor Performance—15 points Cumulative documentation exists 9.5.4. Unsatisfactory Performance—20 points Substantial cumulative documentation (two raters)

1.8.1.1.1.1.

**Does the LEA use the results of the teacher evaluation system described above in decisions regarding:**

- a. Teacher Development? Yes
- b. Teacher Compensation? No
- c. Teacher Promotions? No
- d. Teacher Retention and Removal? Yes

The teacher evaluation process includes observations of the teacher/students and overall functioning of the classrooms. The supervisor also reviews the evaluation write-up with the professional and discusses needs/strengths observed. The supervisor utilizes data collected from the performance evaluation and suggestions from the staff to help determine and develop the professional development plans offered to staff.

Lincoln Intermediate Unit 12 follows PA School Code & dismisses teachers who have accumulated two consecutive unsatisfactory evaluations.

**Does the LEA teacher evaluation system described above include the following as evaluation criterion:**

- a. Student Achievement Outcomes? No
- b. Student Growth Data? No

**How often does the LEA formally evaluate:**

- a. New Teachers (Less than 3 Years)? Twice a year
- b. Experienced Teachers (More than 3 Years)? Annually

**Does the LEA use weighting formula(e) and/or rubric(s) to guide teacher evaluators?**

- a. Yes or No? If Yes, describe background and process. No

**Does the LEA publicly report teacher evaluation data by school?**

- a. Yes or No? (Web link provided if applicable.) No

**LEA Teacher Evaluations Summary:**

Number Rated	470
Number Not Rated	8
Total Number Employed	<hr/> 478 <hr/> <hr/>

**LEA Teacher Evaluations Detail:**

	Total Employed	Not Rated	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	(Denominator)	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %
Unsatisfactory/Satisfactory			Unsatisfactory					Satisfactory
Lincoln IU 12	478	8 1.7 %	9 1.9 %	0 0 %	0 0 %	0 0 %	0 0 %	461 96.4 %
<b>Totals</b>	<b>478</b>	<b>8 1.7 %</b>	<b>9 1.9 %</b>	<b>0 0 %</b>	<b>0 0 %</b>	<b>0 0 %</b>	<b>0 0 %</b>	<b>461 96.4 %</b>

Note: - All Building percentages are the result of dividing the number of ratings at each level (Numberator) by the building total (Denominator)

- All Total percentages are the result of dividing the total number of ratings at each level (Numberator) by the overall total (Denominator)

**\*In order to ensure that individual ratings can not be deduced , we have not reported any Teacher or Principal information if building level or LEA level data is less than or equal to 5**

## PRINCIPAL INFORMATION

**Describe the LEA's system used to evaluate the performance of your Principals:**

**Does the LEA use the results of the principal evaluation system described above in decisions regarding:**

- a. Principal Development?
- b. Principal Compensation?
- c. Principal Promotions?
- d. Principal Retention and Removal?

**Does the LEA principal evaluation system described above include the following as evaluation criterion:**

- a. Student Achievement Outcomes?
- b. Student Growth Data?

**How often does the LEA formally evaluate:**

- a. New Principals (Less than 3 Years)?
- b. Experienced Principals (More than 3 Years)?

**Does the LEA use weighting formula(e) and/or rubric(s) to guide principal evaluators?**

a. Yes or No? If Yes, describe background and process.

**Does the LEA publicly report principal evaluation data by school?**

a. Yes or No? (Web link provided if applicable.)

**Does your LEA have at least one Principal position?**

No

**Does your LEA have at Standarized Principal Evaluation System?**

**LEA Principal Evaluations Summary:**

Number Rated

Number Not Rated

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Total Number Employed

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LEA Principal Evaluation Detail:

	Total Employed	Not Rated	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	(Denominator)	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %
Unsatisfactory/Satisfactory			Unsatisfactory					Satisfactory
<b>Totals</b>	*	* %	* %	* %	* %	* %	* %	* %

Note: - All Total percentages are the result of dividing the total number of ratings at each level (Numberator) by the overall total (Denominator)

\*In order to ensure that individual ratings can not be deduced , we have not reported any Teacher or Principal information if building level or LEA level data is less than or equal to 5