

**Performanced-Based RIF Evaluations  
Evaluator's Instructions**

This instrument is activated when the Board of Education has indicated the need for a reduction in force of permanent teachers in a specific area of specialization.

The instrument is completed only for staff members who are certificated in the area(s) of specialization which is/are being affected by the reduction.

The purpose of this instrument is to create a rank order list for the reduction of staff in a specific area of specialization. Therefore, the instrument is separated from the ongoing performance-based evaluation process for improving instruction and enhancing professional growth.

Upon notification of the reduction in force, the evaluator shall complete a Performance-Based RIF Instrument for all staff members identified in the area(s) of specialization which is/are being affected by the reduction.

The evaluator shall use the performance criteria in the RIF Instrument for the RIF Procedure. The evaluator shall request and consider data provided by the teachers for each criteria that will enhance the evaluator's knowledge of the teacher's performance.

The Central Office shall coordinate the RIF Procedure and the rank ordering process of personnel affected by the reduction.

After the Performance-Based Instruments are completed for all staff members being considered for RIF, the Assistant Superintendent for the Human Resource Center shall meet with the evaluators to determine a final district rank order. The purpose of the meeting is to insure a range of ratings from each evaluator and equity of performance ratings across schools. If an evaluator is rating a small number of people, there may not be a full range of ratings, but the rating will express the evaluator's judgement of the employee's performance compared to the performance of the total staff of the evaluator.

The final district rank order is based upon the computation of the performance score and the seniority score.

Each person placed on leave has the right to request and be told their relative rank order once the final district rank ordering has been determined.

The completed forms shall be submitted to the Assistant Superintendent for the Human Resource Center or designee within the timeline indicated on page three.

**District Code:**

Reduction In Force Instrument

Name \_\_\_\_\_ Date \_\_\_\_\_

Area of specialization \_\_\_\_\_

The RIF procedure shall be provided annually to all staff. The process will be reviewed with staff in each school when the Board of Education determines reduction in force is necessary.

Category I - Teaching Experience

A. Each year in the District\* \_\_\_\_\_

B. Each year of experience outside \_\_\_\_\_

Pattonville not to exceed five

(5) years. Total \_\_\_\_\_ (25 year cap)

Category weight X 11.4 \_\_\_\_\_

Weighted Total \_\_\_\_\_

\*If a teacher has at least one-half (1/2) year, but less than one (1) full year, that particular year shall be counted as one-half (1/2).

Category II Performance Based Teaching Evaluation for RIF

Expected Distribution - It is necessary to rank order all employees affected by the reduction. There can be no ties.

Of the people in the school,

5 indicates the employee consistently performs in the top 10%.

4 indicates the employee consistently performs between the top 70%-90%.

3 indicates the employee consistently performs in the middle 40%.

2 indicates the employee consistently performs in the lower 30%-10%.

1 indicates the employee consistently performs in the lower 10%.

	Performance Rating					Criteria Value	Total
	1	2	3	4	5	X	
1. Demonstrates appropriate preparation for classroom instruction.	1	2	3	4	5	5	_____
2. Implements varied effective teaching techniques while providing opportunities for individual difference.	1	2	3	4	5	5	_____
3. Uses instructional time effectively.	1	2	3	4	5	5	_____
4. Demonstrates ability to motivate students.	1	2	3	4	5	5	_____
5. Monitors, evaluates and provides feedback about student growth.	1	2	3	4	5	5	_____
6. Maintains a classroom climate conducive to learning.	1	2	3	4	5	5	_____
7. Manages student behavior in an effective, constructive manner.	1	2	3	4	5	4	_____
8. Demonstrates positive interpersonal relationships with students.	1	2	3	4	5	5	_____
9. Demonstrates positive interpersonal relations with staff.	1	2	3	4	5	4	_____
10. Demonstrates positive interpersonal relationship with parents and community members.	1	2	3	4	5	3	_____

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: GCPA-R-E-1**

**District Code:**

- 11. Follow policies, regulations and procedures of the school and district. 1 2 3 4 5 4 \_\_\_\_\_
- 12. Demonstrates professional growth. 1 2 3 4 5 4 \_\_\_\_\_
- 13. Assumes school-related responsibilities outside the classroom. 1 2 3 4 5 3 \_\_\_\_\_

Total Performance Score \_\_\_\_\_

**Combined Scores for Seniority and Performance Evaluation**

Seniority Score Weighted Total x .45 \_\_\_\_\_

Performance Evaluation Score x .55 \_\_\_\_\_

Total Points \_\_\_\_\_

Final rank order:

(Number one is the best ranking) \_\_\_\_\_ out of \_\_\_\_\_

Adopted: January 26, 1993