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	Teacher Evaluation Policy	2022	2	Page 1 of 1	WMCHS-0014
		<b>Review Date:</b>			<b>Approved By:</b>
2027	Board of Directors				

**Purpose:** The goal of the teacher evaluation process at Western Michigan Christian is to assist teachers in improving their instructional practices to ensure that, as a school, we are educating with excellence.

Including:

- Integrating Christ into all content areas
- Preparing each student to live their life in service to God
- Assisting each student in developing a vision for life after K-12 education

Teacher evaluations will combine both formal and informal observations documented in a formal cumulative report compiled annually. Over the course of each school year, the school administration will:

- Periodically, perform pop-in visits to each teacher’s classroom. These visits will be informal but teachers will receive feedback at least once each semester concerning these visits. If there are areas of concern, the teacher will receive more frequent feedback with requests for corrective action.
- Teachers who have been employed by WMC for less than three years will have two pre-arranged formal observation visits by the administrator or designee each school year. The teacher will receive written feedback after each of these visits.
- Teachers who have been employed by WMC for three years or longer will have a minimum of one pre-arranged formal classroom observation completed by the administrator or designee each school year. The teacher will receive written feedback after the observation. If there are areas of concern, the teacher will have more frequent formal observations with feedback.
- All formal observations will be completed and annual summary report compiled no later than April 30 each year.
- Each teacher will meet with the administrator or designee by the end of each year to review their annual report and to set a goal for instructional improvement for the next academic year.
- If the teacher receives a “satisfactory” evaluation, the teacher will select their annual goal based on identified areas of weakness as well as areas of interest.
- If the teacher receives an “unsatisfactory” evaluation, the teacher will develop their annual goal in conjunction with the school administration team.
- If the teacher receives an unsatisfactory evaluation and does not show measurable improvement by November of the next school year, the teacher will be classified as a “Underperforming Teacher” (see Underperforming Teacher/Employee policy).
- Summary evaluation reports with annual goals will be kept in each teacher’s personnel file.



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