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## 411 Teacher & Staff Evaluation Policy

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### Purpose

This policy outlines the evaluation and professional development framework for all school staff. It ensures compliance with Minnesota statutory requirements, supports staff growth, and promotes high-quality instruction aligned with TRM's mission of providing a strong Montessori education to all students.

### Policy Statement

Three Rivers Montessori (TRM) is committed to supporting the professional growth of its employees and maintaining accountability through a structured, standards-aligned evaluation process. The TRM Administration is responsible for ensuring that all evaluations and staff development efforts align with the school's mission, vision, and strategic goals.

### Evaluation Process by Staff Category

#### A. Licensed/Certified Staff

TRM follows a comprehensive teacher evaluation model in compliance with Minnesota statutes. This model includes:

##### Core Evaluation Elements

1. A three-year professional review cycle for all licensed teachers that includes:
  - a. An individual growth and development plan
  - b. A peer review process
  - c. At least one summative evaluation every three years conducted by a qualified and trained evaluator
  - d. Peer review in the years when a summative evaluation is not conducted

2. Use of student growth measures accounting for 35% of the summative evaluation
3. Two formal observations annually by trained evaluators
4. A Fall goal-setting conversation between teacher and evaluator
5. Use of an observation rubric that incorporates:
  - a. Culturally responsive methodologies
  - b. Longitudinal data on student engagement, academic connection, and other outcome measures aligned with:
    - i. The Montessori curriculum
    - ii. Academic literacy
    - iii. Oral academic language
    - iv. Achievement outcomes, including for English learners

*Note: While TRM has an existing evaluation process in place, this policy formally updates and expands that process to meet all current statutory requirements.*

## **B. Non-Licensed Staff**

Non-licensed staff (e.g., Educational Assistants, Paraprofessionals, hourly and salaried support staff) will participate in an annual Spring summative evaluation, which will assess:

1. Accomplishments and strengths
2. Areas for development and growth
3. Job knowledge and skills
4. Quality of work
5. Communication, cooperation, and teamwork
6. Attendance and reliability

## 7. Professionalism

Staff will be provided the evaluation rubric in advance and encouraged to submit relevant documentation of their work.

### **Ongoing Staff Development**

TRM will provide professional development throughout the year to ensure continuous growth and excellence in instructional practice. Staff development is intended to:

- A. Improve student achievement using Montessori best practices in academic and experiential learning areas
- B. Support diverse learners, including at-risk students, students with disabilities, multilingual learners, and gifted students
- C. Deliver culturally inclusive curriculum aligned with state diversity rules and Montessori cultural learning continuums
- D. Foster collaboration, including mentoring and peer coaching programs
- E. Promote positive school culture through social-emotional learning, conflict resolution training, and behavior expectations
- F. Develop leadership skills among instructional and site-based leadership staff

### **Highly Qualified Support Staff Requirements**

#### **Training Requirements**

As required by Minnesota Statutes §§ 120B.363 and 121A.642, all Special Education Paraprofessionals and Educational Assistants must complete training in:

- Student characteristics
- Teaching and learning environments
- Academic instructional techniques
- Behavior management and ethical responsibilities

- Emergency protocols and confidentiality
- Reporting obligations and school discipline policies
- Building orientation and job-specific expectations

This training must be completed before the first instructional day or within 30 days of hire, and may be delivered digitally or in-person. It may also include collaborative planning with teaching staff.

### **Annual Compliance Certification**

TRM Administration will certify annual compliance with training mandates and submit documentation to the Minnesota Department of Education (MDE) as required.

### **Highly Qualified Status Verification**

Educational Assistants and Paraprofessionals must be deemed highly qualified through one of the following:

- Completion of 60 or more college credits from an accredited institution
- Holding an Associate's Degree or higher
- Passing a state-approved paraprofessional assessment, including:
  - a. Paraeducator Assessments (MN passing scores: 65% in Instructional Support, 70% in Knowledge & Application)
  - b. ParaPro Assessment (MN passing score: 460)

*The Minnesota Voluntary Paraprofessional Credential (administered by PELSB) is encouraged but not required.*

### **Documentation**

TRM Administration will collect and retain both digital and hardcopy documentation verifying all required qualifications for applicable staff.