

Dayville School District 16J

Code: GCN/GDN
Adopted: 2/13/96
Readopted: 10/11/11
Orig. Code(s): GCN

Evaluation of Licensed Staff

The teacher is important to a quality educational program. A teacher evaluation program is a tool in the improvement of the individual teacher's instruction and in the assessment of his/her performance. Under Board policy, the superintendent is charged with the responsibility of evaluating the licensed staff in order to assess the performance of individual teachers in meeting the expectations of their assignments. An evaluation program provides a tool for the superintendent who is responsible for making decisions about promotions, retention, dismissal and discipline.

This evaluation program is designed to provide an opportunity for teachers to:

1. Set goals and objectives and receive administrative responses to them;
2. Have formal and informal observations of their teaching and their performance of other duties and responsibilities;
3. Receive verbal and written comments and suggestions for improvement from the administrator; and
4. Have clear opportunities to make improvement within specific timelines.

During the school year, each permanent teacher shall have a minimum of at least one formal observation and each probationary teacher shall have a minimum of two formal evaluations.

December, January or February all probationary teachers and teachers on notice or plans of assistance shall have at least one written evaluation.

No later than April 1 of each year, at least one written evaluation shall be done for all teachers. The written evaluation must be on file for all teachers and a notice of non-renewal for probationary teachers must be served.

The superintendent shall report annually the results of observations and evaluations of staff.

Teacher Evaluation Schedule

Fall of School Year Observations (September, October, November)

At least one observation of:

1. All probationary teachers.

Mid-Year Evaluations (December, January, February)

At least one written (formal) evaluation of:

1. All probationary teachers;
2. All teachers on notice.

Spring Evaluations (March, April, May)

No later than April 1 of each year:

1. At least one written (formal) evaluation for all teachers;
2. Evaluation must be on file for all teachers;
3. Notice of nonrenewal for probationary teachers must be served;
4. The superintendent will share evaluations with the Board and make recommendations for nonrenewal or renewal for all probationary teachers and teachers on notice.

Observations will be both formal and informal throughout the year.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)