

# Helix School District 1R

Code: **GCN-AR**  
Adopted: 1/8/97  
Orig. Code(s): None

## **Evaluation of Staff**

The Helix School District #1-R subscribes to ORS 342.850 Teacher Evaluation. Implementation directions will be found in the teacher's handbook.

### **DEFINITION**

Evaluation is a process whereby a judgment is made of a person's performance against expected or established general performance standards and individual goals. The primary purpose of evaluation is instructional improvement.

For the purpose of identifying standards for educators of the school district, the Statutory based "code of Ethics for Educators" shall be used in the school district as those standards apply to a particular position.

### **PROCEDURE**

Evaluation of certified staff will be in accordance with ORS 342.850. The District superintendent/principal will cause to have made an annual evaluation of performance for each teacher. Job descriptions and performance goals will be established as a basis for the evaluation.

Probationary teachers will have a minimum of two (2) evaluations each year. Permanent teachers will have a minimum of one (1) each year. The superintendent/principal shall be responsible for the evaluation of the certified staff. He/she may delegate responsibility to other properly certificated administrators.

Evaluations will be based on "Code of Ethics for Educators,:" and classroom observations made with no less than full period visitations. Visitations will include a pre-evaluation interview, which includes performance goals based on job descriptions; and a post evaluation interview will be conducted to go over the results with the teacher. A written program of assistance for improvement is established if needed.

The teacher evaluation should be completed by the superintendent/principal on each Probationary Teacher of the District prior to March 15th and on each Permanent Teacher prior to June 15th. Each formal evaluation will include a pre- observation, observation, and post-observation activity. Additional informal observations will be made to gather information to support the total evaluation.

### **PROBATION AND PERMANENT**

In accordance with state law, teachers will be granted permanent status upon re-employment after three consecutive years of successful service under contract with the district. The Helix School Board will expect thorough and competent evaluations of all personnel before they become candidates for tenure.

If evaluations are regular and thorough, and discussed carefully with teachers, candidates for tenure will be aware of their status. The Board wishes no teacher be taken by surprise if he is not re-appointed, and will direct that notice of non-renewal be served in accordance with state law.

The contract of employment of a probationary or permanent teacher for a school year is deemed automatically renewed for the ensuing school year unless, on or before April 1, directed to the teacher at his place of residence as recorded in the school district records. The notice will include a statement of reasons for not re-employing the teacher.

The probationary or permanent teacher will indicate acceptance of the contract for the ensuing year by signing and returning the contract or by an acceptance in writing which is delivered to the Board within 15 days after receipt of the contract.

Notice of termination of a contract will be by delivering it personally to the teacher or by sending it by registered or certified mail bearing postmark of on or before April 1, directed to the teacher at his place of residence as recorded in the school district records. The notice will include a statement of reasons for not re-employing the teacher.

All permanent teachers will be issued a contract annually.

The superintendent/principal will present, on or before April 1 of each year, lists of appointments, re-appointments, and non-re-appointments for the following school year to the school board.