

**Prairie City
School District 4**

Code: **GCN-AR**
Adopted: 11/9/92
Readopted: 06/14/06
Orig. Code(s): 2731, 2732

Evaluation of Licensed Staff

1. The Board shall require staff to meet the State Board of Education rules for a standard school.
2. All position descriptions should offer a base for the district administrator and staff member to plan for improvement in, and for the evaluation of, the performance of each employee.
3. All probationary employees shall be evaluated at least annually; permanent employees at least once every two years.
4. Regular files shall be maintained in the administration office for all employees and shall be available for inspection per district policy.
5. Employees may inspect their own files and may place written comments in them as they may request.
6. The evaluation program should be integrated with the district performance improvement program.
7. Evaluations used to improve teaching shall be clearly differentiated from those used for non-renewal or dismissal from employment and the staff member should be made aware in writing of this difference.
8. The superintendent will develop and propose to the Board, for its approval, an evaluation program that will include the following:
 - a. Updated position descriptions for every district position, as appropriate.
 - b. A pre-evaluation interview to cooperatively set annual performance goals for each employee.
 - c. An evaluation procedure that will appraise progress toward these goals and include performance standards that use items in the position description.
 - d. An evaluation based on written criteria which includes performance goals.
 - e. The use of the state evaluation form for licensed and district-developed forms for all staff positions, as appropriate.
 - f. A post-evaluation interview to discuss the results of the evaluation and to develop a written plan of assistance, if needed.
 - g. A written appraisal signed by the employee and placed in the district office employee file with a copy provided for the employee.
9. The superintendent shall have, and be responsible for, a personnel file for each employee maintained in the district office. The file shall be the property of the district and the employee shall be granted an opportunity to examine the file and to insert a statement when needed.

10. The superintendent should provide a procedure and use it to: inform employees whose services are not adequate to the assignment, provide a way to inform the employee of how to improve services and the help to be given and inform the employee when poor services may lead to release from district employment.

Process and Documents - Licensed

1. Considering the importance of procedure, the following method will be implemented for evaluating licensed staff:

- Step One:** (May be waived with written consent of teacher) Invite teacher to request an observation during a specific lesson of his/her choice, within a time-frame suitable to both parties. The request shall be accompanied by a written summary of the lesson, to include: objectives, procedure and assessment techniques;
- Step Two:** Study the Pre-Observation Summary and/or meet with the teacher to discuss orally the intent of his/her written plan;
- Step Three:** Make observational visit;
- Step Four:** Meet with the teacher to discuss observer's assessment. Analyze observation in terms of original objectives.

2. Supplemental Evaluation:

- a. Separate and apart from formal, pre-arranged observation visits, it is recognized that occasional "drop-in" visits are an ingredient of the total evaluation process. These visits shall give the observer evidence of continuity and consistency of teaching performance. Likewise, there are many other aspects of professional performance which must be assessed outside the instructional or classroom setting. These include such things as rapport with colleagues and parents; attitude toward authority; willingness to assist in program planning; ethical behavior, etc.
- b. The results of "drop-in" visits and assessments of general professional performance, as described above, will be evaluated and documented, if necessary, **as an addition** to the regular evaluation report. These attachments shall be considered a valid ingredient of any evaluation report to which they are affixed and shall be entered in the teacher's personnel file.
- c. The annual evaluation report will be based on the following factors:
 - (1) Classroom observations;
 - (2) Teacher conformity to their position description;
 - (3) Teacher conformity to their performance indicators;
 - (4) Teacher conformity to the "Standards of Competent Professional Performance and Ethical Professional Performance" (Policies GCNA and GCNB).

The annual written evaluations shall be specific, using observable data and shall be completed on the required state form, but may be supplemented with district-developed materials. The form(s) shall be completed in its entirety, signed by both the teacher and supervisor, the original placed in the official district personnel file and copies given to both parties.