

Teacher Performance Evaluation

In complying with Board policy relative to teacher evaluation, the following information is provided.

Each teacher will be provided a copy of the written criteria for teacher evaluation prior to the first day of classroom instruction. Teachers shall meet or exceed the standards in order to be employees of the district.

Probationary teachers shall be rigorously evaluated during their probationary period and demonstrate superior competence prior to being offered permanent status.

The Board shall implement the evaluation process that includes:

1. The establishment of job descriptions and performance standards which include, but are not limited to, items included in the job description;
2. A pre-evaluation interview which includes, but is not limited to, the establishment of performance goals for the teacher, based on the job description and performance standards;
3. An evaluation based on written criteria which include the performance goals; and
4. A post-evaluation interview in which (a) the results of the evaluation are discussed with the teacher and (b) a written program of assistance for improvement, if needed, is established.

Nothing in this subsection is intended to prohibit a district from consulting with any other individuals.

The evaluation shall be signed by the school official who supervises the teacher and by the teacher. A copy of the evaluation shall be delivered to the teacher.

The evaluation reports shall be maintained in the personnel files of the district.

The evaluation report shall be placed in the teacher's personnel file only after reasonable notice to the teacher.

A teacher may make a written statement relating to any evaluation, reprimand, charge, action, or any matter placed in the teacher's personnel file and such teacher's statement shall be placed in the personnel file.

EVALUATION REQUIREMENTS TIMELINE

Probationary teachers shall be formally evaluated at least one time each school year.

Contract teachers shall be evaluated at least once every other year.

Informal observations shall be conducted periodically with all staff.

A Plan of Assistance may be instituted when the evaluator deems it appropriate.

Primary evaluations will be made by the immediate supervisor. Additional observations may be made by other than the primary evaluator.

The following are suggested timelines:

NO LATER THAN:

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| October 15 | -- | Conduct at least one observation of probationary teachers. |
| October 31 | -- | Establish and sign <u>Performance Goals</u> . |
| November 15 | -- | Conduct at least one observation of contract teachers to be evaluated during the year. |
| December 15 | -- | Complete second observation of probationary teachers. |
| February 1 | -- | Complete second observation of contract teachers. |
| March 1 | -- | Complete evaluation of probationary teachers and contract teachers to be evaluated during that year. |
| | -- | Review past year's goals and consider goals for following year for teachers evaluated. |
| | -- | File forms SE-1, SE-2, SE-3, SE-4, SE-5, and narrative in the superintendent's office. (Forms SE-3 and SE-6 are to be submitted at the discretion of the supervisor.) |
| June 15 | -- | Complete a review of progress on goal setting with those contract teachers not evaluated during the school year. |