

## EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance to advance the instructional programs of the district schools, a continuous program for teacher and administrator evaluation will be established by the superintendent and regular reports will be made to the Board concerning the outcomes of these evaluations.

Frequency of evaluation period:

First year teachers: All teachers in their first year of employment with the school district shall be formally observed at least four (4) times per year, with a formal evaluation to be done second semester. Each observation may include a pre-conference and shall include a post conference.

All teachers in their second and third year of employment with the school district shall be formally observed at least one (1) time per semester, with a formal evaluation to be done during the second semester. Each observation may include a pre-conference and shall include a post-conference.

All teachers in and beyond their fourth consecutive year of full time employment in the school district shall be formally observed once every other year. Each administrator will determine the tenured evaluation rotation. Each observation may include a pre-conference and shall include a post-conference.

Evaluations should provide feedback to teachers and administrators. Strengths, as well as areas needing improvement will be noted.

The evaluation process will include:

1. An ongoing review of the techniques and procedures for making evaluations. New techniques and procedures that would contribute to a teacher's understanding of their strengths and weaknesses should be used.
2. Goals and objectives that are understood and agreed upon by the teaching staff and the administration. The criteria should be built around the established educational philosophy, goals, objectives and educational program developed and accepted by the professional staff of the school district. Job specific criteria will be established for classroom teachers, school librarians and school counselors.
3. Application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

The formal evaluations will be written and will be discussed by the evaluator and the teacher or administrator. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document will be signed and dated by both parties and incorporated into the personnel files of the teacher or administrator. The signature of the

teacher or administrator does not indicate approval or disapproval of the evaluation, but that the evaluation has been read and discussed.

The written evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement or to any continuing difficulty that is observed.

(ADOPTION DATE: February 22, 1982)  
(REVISION DATE: November 13, 1985)  
(REVISION DATE: January 22, 1996)  
(REVISION DATE: January 10, 2005)  
(REVISION DATE: August 22, 2005)  
(REVIEWED DATE: January 26 2009)

CONTRACT REF.: Negotiated Agreement