

EVALUATION OF TEACHERS/STAFF (R)

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. At a minimum, one evaluation shall occur during the fall semester and one during the spring semester each year.

Career teachers shall be evaluated a minimum of once each year, with the exception of career teachers receiving a "superior" or "highly effective" rating under the TLE, who may be evaluated every three (3) years upon full implementation of TLE. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

All components of the TLE are to be included in the teacher/staff evaluation (Qualitative, Quantitative and Other Academic Measures).

The evaluation shall be reviewed by the teacher and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

If the evaluation discloses any area/s in which improvement can be reasonably expected and desired, the principal shall discuss such area/s with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument through a Professional Development Plan (PDP).

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for a teacher's dismissal or non-reemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the teacher does not correct the poor performance or conduct cited in the admonishment within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or non-reemployment of the teacher.