

## **Instructions to the Evaluator**

### A. Purpose

1. To assess an employee's work performance.
2. To help the employee to achieve greater effectiveness in performance of the work assignment.
3. To constitute the basis for personnel decisions including continuing contract status limited contract renewal or contract non-renewal or termination.
4. To promote effective teacher performance.

### B. Procedure

#### 1. Evaluator

Evaluation of an employee shall be conducted by the employee's immediate supervisor and/or by one other administrator. In the event an employee performs work under the supervision of more than one supervisor, one supervisor shall be designated as the evaluating supervisor. The evaluator shall not be a bargaining unit member.

#### 2. Orientation

Not later than October 1 of each school year, each employee shall be notified of the name and position of the evaluating supervisor and the evaluation process shall be explained to the employee.

#### 3. Schedule for evaluation

(a) Any teacher whose non-renewal is considered shall have one evaluation prior to January 15 and a second evaluation between February 10 and April 1. A teacher who is not being considered for non-renewal may be evaluated at the discretion of the evaluator.

(b) All teachers are to be evaluated at least once every three years.

#### 4. Criteria for Evaluation

(a) An employee shall be evaluated on criteria set forth in the Evaluation Instrument that will be distributed at the teacher inservice prior to the start of each school year.

(b) All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.

(c) No misleading, inaccurate or undocumented information may become a part of an employee's performance evaluation report.

### C. Observations

- (a) A minimum of one formal observation shall be conducted to support each performance evaluation. A formal observation shall last a minimum of thirty minutes. Drop-in observations may be performed in addition to the formal observation.
- (b) A pre-observation conference shall be held between the teacher and the evaluator prior to the formal observation to discuss procedures and expectations.
- (c) The employee shall receive the first evaluation written report prior to January 25, and the second written report no later than April 10.

### D. Finalization of Evaluation

1. Within three working days following the first evaluation, if possible, the evaluator shall schedule a date for an evaluation conference with the teacher. During the evaluation conference the following shall be done.
  - (a) The evaluation form(s) shall be discussed and a copy shall be prepared for the teacher.
  - (b) The summary report shall be discussed and a copy given to the teacher.
  - (c) Any area of deficiency shall be discussed with the teacher.
  - (d) The evaluator and the teacher will cooperatively develop a plan of corrective action and a timetable shall be established.
2. Completion of evaluation process

The evaluation report shall be signed by the evaluator and the teacher to verify notification to the teacher that the evaluation will be placed on file, but the teacher's signature should not be construed as evidence that the teacher agrees with the content of the evaluation report.

3. Response to Evaluation

The employee shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the employee's personnel file. The employee shall retain a copy, signed by both parties.