

## EVALUATION OF LICENSED PROFESSIONAL STAFF

The Board of Education and the professional staff view evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members.

This policy applies to the evaluation of all licensed, professional staff employed by the District, including all teachers, who are required under state law to be under a written contract with the Board of Education, with the exception of substitute employees and individuals who are employed as administrators.

The Board of Education delegates to the District Administrator and their administrative designee(s) the responsibility for defining and implementing a systematic program of evaluation for the licensed, professional employees covered by this policy, including the specific procedures, criteria and instruments that will be used to conduct performance evaluations. The evaluation program shall be consistent with this policy, including the following general parameters:

1. The Board of Education-adopted position description, including the key job-related activities defined therein, shall be reflected in the evaluation criteria or otherwise assessed in an evaluation narrative;
2. The data used to evaluate an employee shall include, but is in no way limited to, information that is based upon observation of the individual's performance;
3. The licensed, professional employees of the District will be supervised and evaluated by persons who are licensed as school administrators by the Department of Public Instruction. Although multiple sources may be used as input into the evaluation process, including input provided by individuals who are not licensed school administrators, such administrator(s) shall have primary responsibility for producing the culminating, summative performance evaluation record applicable to any period covered by a written evaluation;
4. The evaluation process shall be designed and implemented to identify individual strengths and weaknesses, guide individualized professional development, and meaningfully distinguish among employees whose overall performance substantially exceeds, meets, or fails to meet the District's expectations; and
5. Professional staff evaluations shall be carried out in substantial and material compliance with this policy and with any evaluation procedures outlined in any applicable evaluation plan or as found in the applicable Employee Handbook. Beginning in the 2014-15 school year, teacher evaluations shall be conducted in substantial and material compliance with the model for educator effectiveness evaluations that the District selects under state law.

Nothing in this policy or within the evaluation program designed by the administration shall be implemented in a manner that violates an employee's contractual or other legal rights.

### Minimum Frequency of Evaluations

A licensed school administrator will evaluate each newly hired employee in writing at the end of the employee's first, second, and third year of employment with the District; and, additionally, an administrator shall provide such an employee with feedback related to the administrator's direct observation of the employee's job performance at least two times during the course of the first, second, and third years.

After the third year of employment, each employee who remains continuously employed by the District shall be evaluated in writing at least once every three years. To the extent the staff evaluation program implemented by the District Administrator calls for more frequent formal or informal evaluations, supervisors will be evaluated on the extent to which they implement those more rigorous standards.

Assistance, recommendations, and directions may, at the discretion of the immediate supervisor, and consistent with legal requirements, be provided to each employee in an attempt to correct professional difficulties observed and noted.

Nothing in this policy shall be interpreted as a limitation on the number, scope, or type of formal or informal evaluations that may be scheduled and conducted by the administration.

The District may place different employees holding similar positions on different evaluation schedules and use different evaluation procedures based upon, for example, the District's identification of a need for an employee to improve performance in one or more areas.

### Additional Responsibilities of the District Administrator

The District Administrator is further responsible for ensuring that:

1. A summary of the District's employee evaluation program is prepared and made available to District employees;
2. New employees whose positions are covered by this policy are provided with an orientation to the District's evaluation program and to their responsibilities related to the program; and
3. The employee evaluation program and its implementation across the District are intermittently assessed to identify areas for possible improvement.

Legal Ref: 115.415; 118.21; 118.22; 118.225; 118.30(2)(c); 120.12(2m); 121.02(1)(a); 121.02(1)(b); 121.02(1)(q) WSS; PI 8.01(2)(a); PI 8.01(2)(b); PI 8.01(2)(q); PI 34

Cross Ref: 538 Rule Professional Staff Evaluation Guidelines

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