

(School District or ISD)

STAFF EVALUATION

(Policies/Guidelines – SAMPLE)

The Board of Education through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment.

It is the purpose of the program of staff assessment to:

- A. strive for the improvement of the total District program;
- B. stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education;
- C. ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- D. establish a process of continuous and systematic professional staff member evaluation.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member after receiving a reasonable degree of assistance fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, a negotiated agreement or contract, and the Superintendent's administrative guidelines. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by contractual agreement or State law.

Evaluations of the professional staff members shall, when applicable, comply with provisions of a negotiated, collectively-bargained, agreement. In addition to whatever procedures in the negotiated agreement are relevant, the following guidelines are applicable for evaluating teacher performance:

- A. All tenured teachers shall be evaluated at least once every three (3) years in accordance with the negotiated agreement. Those who receive a less than satisfactory evaluation shall be provided an Individualized Development Plan (IDP).

All probationary teachers shall be provided a year-end performance evaluation which will consist of at least two (2) classroom observations held no less than sixty (60) days apart. The evaluation is to be based on the teacher's proficiency in each of the categories described in his/her IDP. Failure by the principal/director to provide such an evaluation will result in the teacher's performance being considered satisfactory for that year.

- B. Job objectives are clearly stated, are complete and accurate in content, are agreed upon by the evaluator and staff member being evaluated, and are divided into the following categories:

- 1. expected/desired results (what is to be accomplished)
- 2. expected/desired actions (how something is to be done)
- 3. expected/desired attitudes (willingness to act in a particular manner)

- C. Data on results, performance, and attitudes, as defined in the IDP, are **complete, accurate, relevant, and clearly-described.**

- D. Factors hindering achievement of job objectives are clearly-defined and agreed upon by the evaluator and staff member being evaluated.

- E. Evaluation procedures are established and mutually agreed-upon, and which ensure that the same process is used for similar positions and the confidentiality of the staff member is protected.

STRATEGY FOR EVALUATION

The following guidelines should be followed when designing an evaluation plan.

A. Relevant Terms

1. measurement - determination of the current result and/or performance
2. assessment - comparison of the current result/performance with a desired and/or minimally acceptable level of quality
3. observation - measurement and/or assessment while one or more aspects of the expected result is being produced or created (performance)
4. evaluation - value judgment about the result/performance based on the assessment

B. Intended Outcome of the Evaluation Plan

The procedure should produce conclusions that:

1. include those characteristics of a result and/or performance that meet or exceed described standards;
2. include those characteristics that fall below such standards;
3. are **complete** (no missing elements), **accurate** (no factual errors or unsupported inferences), and **clear** (understandable by all relevant parties);
4. indicate priorities for closing important gaps between current results/performance and expected results/performance;

5. provide a judgement about the value or worth of the result and/or performance.

EVALUATION PROCEDURE FOR ADMINISTRATIVE PERSONNEL

The Board of Education requires the evaluation of all District administrators. Compliance with the above, as well as the following procedures will be used for administrative evaluations:

- A. An annual written evaluation will be provided each administrator according to a schedule determined by the Superintendent.
- B. The written evaluation shall measure each administrator's effectiveness in performing assigned duties, and these evaluations shall be considered by the Superintendent and the Board when deciding whether to renew or to non-renew a contract.
- C. The Superintendent will, at least thirty (30) days prior to any Board action, ensure that all evaluations have been completed and received by administrators whose contracts expire at the end of the current year.
- D. Before taking action to non-renew an administrator's contract, the Board will send notice of the pending action and will advise the administrator, ninety (90) days prior to the termination date, of his/her right to request a meeting in closed or open session to discuss a non-renewal of the contract.