

## CERTIFICATED EMPLOYEE EVALUATION

Evaluation of certificated employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of certificated employees, other than administrators, but including extracurricular employees, shall be to improve the education program, to maintain certificated employees who meet or exceed the board's standards of performance, to clarify the certificated employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria shall be in writing. The formal evaluation shall provide an opportunity for the evaluator and the certificated employee to discuss the past semester's performance and the future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the certificated employee and filed in the certificated employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the certificated employee's skills, abilities and competence.

This evaluation instrument shall include at a minimum evaluation of instructional performance, classroom organization and management, professional conduct, and personal conduct. It will provide for a written description of all noted deficiencies, specific means for the correction of the noted deficiencies and an adequate timeline for implementing the concrete suggestions for improvement. The teacher will be allowed to offer a written response. The regulation will also specify what training will be provided by the district for evaluators.

It shall be the responsibility of the superintendent to ensure certificated employees are evaluated at least annually. The evaluation shall include at least one classroom observation for one period.

New and probationary certificated employees shall be evaluated at least once each semester. This evaluation procedure will include at least one classroom observation for one period each semester.

### TRAINING SESSIONS FOR DISTRICT EVALUATIONS will be:

1. Conducted by the Superintendent in review of Board Policy and Evaluation procedures with the building Principal and/or Evaluators.
2. Conducted by required attendance at workshops on Evaluation. These workshops could include seminars conducted at State or National organizations to which Administrators are members thereof.
3. Other training sessions as may be necessary.

### EVALUATION PROCEDURE

All tenured teachers will be formally evaluated at least once before January 15<sup>th</sup> by the

Administrator, with at least one evaluation to last one full class period. Probationary teachers will be formally evaluated at least once each semester with both lasting the entire period. On January 15<sup>th</sup> a report will be given to each teacher as to whether his/her performance is acceptable. If there are areas of concern where improvement is needed for re-employment, the specific areas of concern should be given to the teacher in writing at that time. The teacher will then be evaluated two (2) more times before March 31<sup>st</sup>, with at least one being the entire class period. By March 31<sup>st</sup> the Principal will give a copy of the final evaluation to the teacher and this evaluation will include the Administrator's recommendations for reemployment which will be given to the Superintendent. Principals and/or the Superintendent may visit classrooms as needed to insure that effective teaching is occurring.

#### DEFINITION OF AN EFFECTIVE TEACHER

The effective teacher is characterized by a high degree of success with students in the classroom. He or she is a stimulating and effective teacher with excellent preparation. He or she has the ability and the willingness to use that background to influence students and learning. As a professional person, this teacher shows evidence of keeping abreast of current trends in education and strives to improve his or her teaching ability. This teacher shows a conscientious responsibility to all of his or her assignments. As a professional, he or she is interested in working toward the improvement of the school and its policies. His or her attitude is positive towards children and education.

The requirements stated in the Negotiated Contract between employees in the certified collective bargaining unit and the board regarding evaluation of such employees shall be followed.

Legal Reference:       Neb. Statute 79-828  
                              NDE Rule 10-007.06

Cross Reference:       408.05 Certificated Employee Reduction-In-Force

Adopted- 7/16  
Reviewed- 11/17  
Revised- 11/17