

**EVALUATION OF INSTRUCTIONAL STAFF - SUPERVISION AND EVALUATION
OF PROFESSIONAL STAFF ADMINISTRATIVE PROCEDURE**

Continuing contract teachers

Continuing contract teachers will be formally evaluated on a rotating schedule, at least every other year. A formal evaluation for a continuing contract teacher will consist of an observation and a conference if either party feels a need. The evaluated continuing contract teacher must be given time and positive suggestions to effect improvement. The evaluator should define the areas of improvement. Further formal or informal observations may be made by the evaluator to determine progress toward the suggested improvements.

Probationary teachers

Probationary teachers will be formally evaluated at least three times each year. Two evaluations must be before January 1st, and the other one before April 25th. A formal evaluation for a probationary teacher will consist of an observation, a written report and a conference with the teacher. The evaluated probationary contract teacher should be given time and positive suggestions to effect improvement. The evaluator should define the areas of improvement. Further formal or informal observations may be made by the evaluator (without prior notification) to determine progress toward the suggested improvements.

The Instrument

The instrument will require the evaluated teacher to list his/her own professional strengths. The teacher and evaluator should select the teacher's goals for growth (e.g. Strength: extensive computer training; Goal for Growth: to become a better teacher of writing in the content areas). The ways the teacher will reach a Goal for Growth should be listed (e.g. workshops, courses, reading journals, joining the "Best Practice" group in Washington County, etc.). The goal may be reset for the following evaluation if the teacher is still working on attaining the skills.

The instrument will address the major difficulties that a teacher may encounter (e.g. materials, difficult students, need for different teaching methods, etc.).

In the written cooperative instrument, the evaluated teacher must be given time and positive suggestions to effect improvement. The recommendations for improvement will be used as a baseline for the next evaluation.

DATE ADOPTED: July 1, 2003