

TEACHER EVALUATION PROCEDURE

Purpose & Scope

The goal of evaluation is to document and strengthen teaching performance and instructional programs.

Evaluator

The principal shall be responsible for evaluating teachers under his/her jurisdiction. Principals should be well acquainted with all the factors related to teachers' classroom assignment(s), class composition(s), environmental elements, and other contributing factors.

Procedure

Each teacher's performance should be observed and evaluated under as widely varying circumstances as may prevail in an assignment. Formal classroom observations should be made periodically. Activities of teachers that benefit the school in addition to classroom work may be included in the evaluation report.

The principal shall maintain a written record of formal classroom observations and other relevant information. Evaluation shall be analytic and shall seek to establish the degree to which a teacher is meeting established criteria for professional performance. Follow-up observations should be noted when indicated.

Two copies of the evaluation instrument should be made following each classroom observation. One copy of the report is to be placed in the teacher's personnel file, one kept by the principal and one is to be given to the teacher.

Following the completion of each formal observation, the evaluator and teacher should meet. The teacher and the evaluator should sign the evaluation and certify any alterations according to the format of the report itself. The signature of a teacher on an evaluation does indicate agreement and/or disagreement with the evaluation, only that it has been received and read.

A teacher may attach a written response to the evaluation placed in the personnel file.

End of McClusky School District #19 Administrative Regulation DFAA-AR