

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF  
PROFESSIONAL/TEMPORARY PROFESSIONAL  
EMPLOYEES

ADOPTED: March 8, 1999

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 1123</p> <p>3.Guidelines</p> <p>SC 1108</p>	<p style="text-align: center;">412. EVALUATION OF PROFESSIONAL/TEMPORARY PROFESSIONAL EMPLOYEES</p> <p>There shall be a plan for regular evaluation of all professional employees of the district.</p> <p>The evaluation plan for professional employees shall be in accordance with the State plan for such purposes or in accordance with Board approval and these guidelines.</p> <p>The Board directs that the district shall utilize the State approved evaluation form or an evaluation form equivalent to the State approved form and approved by the Board.</p> <p>The Superintendent shall be responsible for the evaluation of instruction offered to students within his/her schools. S/He shall, with his/her staff, formulate a program of teacher evaluation which shall maintain that:</p> <p>An effort shall be made to observe each teacher in an actual teaching situation at least once each school year, with each observation session planned to last a minimum of thirty (30) minutes. Teachers without tenure (temporary professional employees) shall be observed a minimum of three (3) times each year.</p> <p>The observer shall write a brief report regarding his/her visit. This report shall include statements of strengths and weaknesses, as well as suggestions for improved teaching.</p> <p>Following the observation, the administrator, supervisor, or teacher may schedule a conference to be held not more than ten (10) school days following the observation.</p> <p>(January and May) are due for temporary professional employees.</p> <p>Each year the Superintendent or his/her designee shall rate temporary professional employees on an approved rating card. The rating card for temporary professional employees is also due the second week of January and May.</p>
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