

EVALUATION OF PROFESSIONAL STAFF

Statement of Policy

The school board recognizes the fact that evaluation is necessary for all employees of the Sanborn Regional School District and believes that it is a process that will promote professional growth, improve instruction and the learning experiences of students, as well as improve the overall performance in all areas of the school environment.

Statement of Purpose

The purposes of teacher evaluation are:

- a. To assist each teacher to improve to his/her full teaching potential by continuing to analyze and assess his/her professional strengths and weaknesses.
- b. For use by the administration to make recommendations concerning employment and the granting of steps.

Orientation

An orientation meeting will be held with all new professional staff members before school begins by the superintendent and the administrator supervising the mentoring program. Each building principal will meet with new professional staff members early in September to discuss specific evaluation procedures.

Performance Expectations

Each member of the teaching staff is expected to comply with the provisions of the Performance Expectations at all times. These expectations are listed in the Professional Development Plan and rubrics for reference to these expectations are accessible through the electronic resource (i.e., My Learning Plan) available to all staff members.

Written Procedures

Evaluations will be completed by administrators using the district's electronic Supervision and Evaluation Module (i.e. My Learning Plan/OASYS) and will be available to staff members electronically in their online portfolio through this system. All evaluations will be dated and will require that the staff member review and respond to the evaluation.

Observational Procedures

A regular observational protocol may consist of one or a series of visits ranging from 5-45 minutes, and followed by a form requiring that a staff member reflect on the data collected during the visit.

- a. First year teachers in the district will receive a minimum of four observations each year. A formal observation by administration will include a pre-conference and occur prior to December 15th. Additional observations could include additional formal observations, mini-observations (focuses on a single instructional practice), and data walks (collecting information on instructional practices) on district initiatives and professional expectations for teachers.

SANBORN REGIONAL SCHOOL DISTRICT

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- b. Teachers who are in their second year or more in the district will receive a minimum of two observations each school year by their building administrator which could include additional formal observations, mini-observations (focuses on a single instructional practice), and data walks (collecting information on instructional practices) on district initiatives and professional expectations for teachers.
- c. Any certified employee may receive periodic unannounced observations from their administrator.
- d. A post conference should include a discussion of job improvement targets, overall teacher performance, and specific strengths and/or areas in need of improvement. The results of this conference will be recording in the post-conference form and will be included in the teacher's electronic portfolio (i.e., My Learning Plan/OASYS).
- e. Certified employees whose primary responsibility is teaching will be observed using the forms available in the electronic library (i.e. My Learning Plan/OASYS) and will be selected by the administrator for each employee. Certified employees whose primary responsibility is not teaching will be observed using forms specifically designed for their position and responsibility.
- f. All certified employees will be expected to support and contribute to the school's professional learning community. Each employee will receive feedback based on the work and their progress towards meeting their PLC goals.

Formerly GCN

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