

## CERTIFICATED EMPLOYEE EVALUATION

**Statement of Purpose** - The Board believes that effective instruction is necessary to achieve the instructional goals of the district. Effective instruction is assessed by evaluation. The purposes of evaluation in this district are to: (1) improve instruction; (2) guide staff development activities; and (3) substantiate employment decisions. Certified staff shall be appraised using the written evaluation plan and procedure approved by this Board.

**Procedure for Certified Staff Evaluation** - Certified staff shall be formally evaluated upon specific criteria which are tied to the instructional goals of the district. Formal evaluation instruments shall be approved by the Board of Education, be designed primarily for the improvement of instruction, and include state defined frameworks for the measurement of:

- 1) Foundational Knowledge (Instruction performance)
- 2) Planning and Preparation (Classroom organization and management)
- 3) The Learning Environment
- 4) Instructional Strategies
- 5) Assessment
- 6) Professionalism
- 7) Vision and Collaboration

Certified staff shall also be evaluated in an informal manner consisting of numerous "Walk-Through" observations. Data gathered from "Walk Through" observations shall be used in conjunction with data gathered in the formal observations to prepare a summative evaluation and provide direction for district professional development.

Probationary certified staff shall be formally observed and evaluated at least once each semester. Each formal observation will be for an entire instructional period.

Permanent certified staff shall be formally observed and evaluated at least once each year. Each formal observation shall be for an entire instructional period

Formal evaluations for probationary and permanent certified staff shall be documented in the following manner:

- 1) Based on the observation(s) and other relevant information, the evaluator shall prepare a written evaluation report.
- 2) The evaluation report shall provide:
  - a) Noted deficiencies
  - b) Specific means for the correction of the noted deficiencies
  - c) An adequate timeline for implementing the concrete suggestions for improvement
- 3) Certified staff will have the opportunity to provide a written response.

Approved \_\_09/13/2010\_\_ Reviewed \_\_08/13/2012\_\_ Revised \_\_10/08/2012\_\_

Evaluators - All evaluators in the district shall possess a valid Nebraska Administrative Certificate and shall be trained to use the evaluation system employed in the district. The Superintendent or his/her designee shall conduct the training. Training sessions shall include, but not be limited to:

- 1) A review of the district's certified staff evaluation policies and procedures.
- 2) A review of the expectations for evaluation
- 3) A review of the evaluation instruments
- 4) A discussion of evaluation skills

The evaluation procedure shall be annually communicated, in writing, to those being evaluated.

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

Cross Reference:      408.05 Certificated Employee Reduction-In-Force