

ARTICLE XI – EVALUATION

1. Each employee shall be observed by his/her evaluator at least two (2) times per evaluation cycle. At least one will be an informal, unscheduled observation and one will be a formal, scheduled observation.
2. Each employee who has received “Effective” ratings during the previous evaluation cycle must be formally evaluated a minimum of once every two (2) years. The Principal may choose to place teachers rated “Effective” in all areas on an extended evaluation cycle.
3. By October 15 or within forty-five (45) days of the start of a new teaching assignment, each unit member who is to be evaluated will be notified by a letter from administration. The notification will include a sample of the Evaluation form. (Appendix G)
4. Prior to the observation the teacher may submit his/her goals for the year to the principal and may describe special circumstances, such as physical setting, instructional materials, or atypical students that affect the employee’s working conditions. The employee has the option to schedule an unpaid pre-observation conference with the principal if desired.
5. The formal evaluation report shall include the date of the formal observation, a description of what was observed and a rating in each of the specified areas in writing.
6. A signed, dated copy of the evaluation form shall be given to the employee for his/her initials within 10 days of the evaluation and shall be placed in the employee’s personnel file. The employee’s initials indicate that he/she has received

the evaluation not necessarily that he/she agrees with it. In the event that the evaluatee does not agree with the content of the evaluation, the evaluatee must still initial the evaluation and may respond within ten (10) workdays following receipt of the written evaluation. This response shall be attached to the school copy of the evaluation form and placed in the personnel file.

7. After the formal evaluation, the employee will be given the option to schedule a post-observation conference. This conference will be on unpaid time unless required by the administrator.
8. When an employee has received a “Needs Improvement” or an “Unsatisfactory” rating on the Evaluation form the District shall annually evaluate the employee until the employee achieves an “Effective” rating in all areas or is separated from the district.
9. If an area is marked “Unsatisfactory” or “Needs Improvement,” the administrator shall attach a Needs Improvement Plan to the evaluation report that includes suggestions as to how and when the improvement may be achieved. If the evaluatee feels the plan is unacceptable, the employee may appeal to the Assistant Superintendent of Human Resources and if needed, the Superintendent, whose decision shall be final.
10. When an evaluator makes a recommendation for improvement needed, the evaluator assumes an obligation to provide assistance.
11. An employee who wants to participate in an alternative method of evaluation will submit his/her proposal to the

Principal by October 30. See Appendix H for details and contingencies.