

Adopted: 4-17-02

Revised _____

399 Policy Staff Evaluation.

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration to evaluate teaching staff on an annual basis.

II. General Statement of policy.

- A. It shall be the responsibility of the Superintendent to insure that the Principal's perform annual evaluations of their staff.
- B. The Principal is responsible for organizing and directing the evaluation process in his/her building.
- C. Tenured certified teaching staff will be evaluated a minimum of once annually.
- D. Non-Tenured certified teaching staff will be evaluated three times annually and a final written evaluation will be completed by the Principal at the end of the year.
- E. The written evaluation instrument will be reviewed annually and updated accordingly.