

CERTIFICATED EMPLOYEE EVALUATION

Evaluation of certificated employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of certificated employees, other than administrators, but including extracurricular employees, shall be to improve the education program, to maintain certificated employees who meet or exceed the board's standards of performance, to clarify the certificated employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria shall be in writing. The formal evaluation shall provide an opportunity for the evaluator and the certificated employee to discuss the past semester's performance and the future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the certificated employee and filed in the certificated employee's personnel file in the district office. This policy supports, and does not preclude, the ongoing informal evaluation of the certificated employee's skills, abilities and competence.

The Superintendent will create an administrative regulation describing the procedure to be used for evaluations and including the evaluation instrument. At a minimum this will provide for evaluation of instructional performance, classroom organization and management, professional conduct, and personal conduct. It will provide for a written description of all noted deficiencies, specific means for the correction of the noted deficiencies and an adequate timeline for implementing the concrete suggestions for improvement. The teacher will be allowed to offer a written response. The regulation will also specify what training will be provided by the district for evaluators.

Probationary certified employees will be formally observed at least once a semester during the first three year period of employment by a certified and properly endorsed evaluator. Tenured certified employees will be formally observed at least once during each school year. Formal observations will include: A pre-conference; an observation of one instructional period; a post-conference.

Evaluations must be completed by April 15. Completed evaluations will be filed in the District Office.

The Certificated Staff Evaluation Instrument is the administrative procedure to this policy.

Approved: 7/16/2007 Reviewed: 11/4/2013(C)

Revised: 11/18/2013; 8/17/15; 12/14/15

Legal Reference: Neb. Statute 79-828
NDE Rule 34

Cross Reference: 406.02 Certificated Employee Qualifications, Recruitment,
and Selection
408.05 Certificated Employee Reduction-In-Force