

CERTIFIED STAFF EVALUATION POLICY

Adopted: October 1, 1985

Revised Date: September 11, 2017

Reviewed Date: October 26, 2020

I. PURPOSE

The School Board realizes the importance of teacher effectiveness and the need to monitor professional performance.

II. GENERAL STATEMENT OF POLICY

The primary goal of the district personnel evaluation process is to provide a basis for improving instruction and to comply with Minnesota statutory requirements.

III. GUIDELINES

A. Application of Evaluation: The evaluation process will be applied as follows:

1. Probationary Teachers: The first three consecutive years of a teacher's first teaching experience in Minnesota in a single school district shall be deemed to be a probationary period of employment, and after completion thereof, the probationary period in each school district in which the teacher is thereafter employed shall be one year. Written evaluation of a probationary teacher will occur not less than three times each year.
2. Continuing Contract Teachers: Written evaluation of a continuing contract teacher will occur not less than once every three years.
3. Annual Professional Goals: It is the expectation of the School Board that all members of the certified staff will establish individual goals for professional growth. The goals will be submitted to the building principal for verification. Goals will be supported with a plan of activities designed to help achieve the goals.

B. Evaluation Process

1. Each teacher shall be appraised of the criteria upon which he/she will be evaluated. As a general rule, certified staff members will be evaluated on performance areas of
 - a. general and specific teaching behaviors,
 - b. classroom management,
 - c. interaction and communication related to the teaching position,
 - d. professional responsibilities, and/or
 - e. other appropriate criteria.

2. All monitoring or observation of a teacher will be conducted openly and with full knowledge of the teacher. As a general practice, the teacher will be afforded advance notification as deemed appropriate by the supervisor. When “drop-in” or unannounced observations are applied, the supervisor will discuss with the teacher that this practice will be used and the practice will be applied in a reasonable manner.
3. Final formal evaluation statements will be based on multiple observations. Individual observations and assessments, however, are appropriate documents to support and satisfy the requirements outlined in the general statement of policy.
4. Any evaluation documents will be written and a copy of the assessment will be provided to the teacher.
5. An opportunity for a personal conference between the teacher and evaluator will be extended following the written evaluation.
6. A teacher may file a written statement attached to the administrator’s evaluation for additional clarification.