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430 - TEACHER EVALUATION

1. Observers will conduct a pre-evaluation meeting with staff each school year. The Detroit Lakes Performance Appraisal System process will be explained at that time.
2. The formal evaluation process shall consist of a minimum of three classroom observations and a summary evaluation. Tenured teachers will be on a three-year cycle for evaluation. During their scheduled year, a minimum of three observations, each followed by a post-observation conference using the district observation report will be completed.
3. Non-tenured teachers shall be evaluated in accordance with Minnesota State Law.
4. The first observation will be scheduled. Subsequent observations will be scheduled or unscheduled.
5. It is recommended, but not required, that all teachers be observed at least once each year. This process may be done informally.
6. A post-observation conference shall be held after each observation. These conferences should be held as soon as possible following the observation.
7. Section One (1) of the Detroit Lakes Public Schools Performance Appraisal Observation Report and data on the components observed/evaluated of the Detroit Lakes Public Schools Performance Appraisal System shall be completed/gathered by the observer and given to the teacher prior to the post-observation conference. The teacher will have the opportunity to comment on section Two (2) on what the observer has written.
8. The observer and the teacher should complete section Three (3) of the Detroit Lakes Public Schools Performance Appraisal Observation Report during the post-observation conference if applicable.
9. Using the Detroit Lakes Performance Appraisal Professional Evaluation Report and data on the components observed/evaluated of the Detroit Lakes Public Schools Performance Appraisal System, the observer shall complete a summary evaluation for each tenured teacher at least once every three years and each year for non-tenured teachers.
10. This procedure does not preclude evaluators using additional evaluation components as long as the district observation reports and the summary evaluation are placed in the teacher's personnel file.