

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 5220 P-1

SUMMARY OF OBSERVATION AND EVALUATION PROCEDURES FOR
CERTIFICATED NON-ADMINISTRATIVE PERSONNEL

The following observation and evaluation procedures and attendant forms have been developed to assist in the observation and evaluation of certificated staff, excluding administrators.

I. OBSERVATION

A. General Timelines

1. September 15—By September 15, the evaluative criteria, indicators and procedures shall be distributed and explained in general building staff meetings (Attachment 1 and 2).
2. October 9—By October 9, each staff member must be assigned to an option: a) long form (Attachment 4 or 6), b) short form (Attachment 5 or 7), or c) PGO (Attachment 9).
3. October 10—By October 10, a pre-observation meeting shall be held between new staff members and the building evaluator to discuss the evaluative criteria, indicators and procedures in detail (Attachment 1 and 2). The purpose of the yearly evaluation of certificated staff shall be discussed and evaluation objectives explained.
4. November 15—Administrator and PGO participants meet and complete PGO planning document.
5. First 90 Calendar Days—During the first 90 calendar days of their employment period, certificated personnel new to the district shall be observed at least once for a minimum total observation time of thirty (30 minutes). Principals will complete a 90 day evaluation (Attachment 4 or 6) and submit it to the personnel department.
6. First Week in January—Personnel being considered for probation must be observed more than the minimum and the assistant superintendent for educational services informed by the first week in January.
7. October 10-May 13—Principals or assistant principals do formal observations for staff members on long form (two each) and short form (one each). Principals or assistant principals are to observe for thirty minutes (may be noncontinuous) of all PGO participants.

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8. January—Mid-year goals conference with PGO participants.
9. February 1—Either administrators or teachers on PGO may switch to a long form.
10. Prior to May 15—Year-end evaluation conferences with all employees shall be held.
11. May 15—Long forms, short forms, and PGO verification forms due to personnel.

B. Annual Evaluation Guidelines

1. Complete Annual Evaluation Form

The annual evaluation is a composite of all observations and other support data. Administrators are to use the agreed upon negotiated district annual evaluation forms

The summary shall include a rating of satisfactory , needs improvement or unsatisfactory on each of the major criteria of the evaluation record. The criteria sheet shall include strengths and weaknesses noted, and mutual agreements, if any, for future actions by the staff member and building evaluator.

When the evaluation is - or u for any performance indicator, the principal or designee shall detail deficiencies and give specific suggestions for improvement in writing.

NOTE: For a performance indicator to be marked -, recommendations for improvement must have been noted on one or more Observation Report Forms either as a general recommendation or in the "Attends to/Needs Improvement" section. For a performance indicator to be marked u, recommendations must have been made in the "Attend to/Needs Improvement" section on one or more Observation Report Forms.

For staff member who is recommended for probation, all observation report forms would be attached as well as other support data.

2. Timeline for Completion of Annual Evaluation Form

The evaluation report summary and other substantiating data, if any, shall be completed after a minimum of two observations for

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regular form and one observation for short form and provided to the staff member within three (3) days after the report is prepared and at least twenty-four (24) hours prior to the annual evaluation conference.

3. Annual Evaluation Conference

An annual evaluation conference must be held with all certificated staff members. During the conference, the evaluation report summary and criteria rating sheets and all other supporting, attached data, if any, shall be reviewed.

4. Staff Member and Administrator Sign Annual Evaluation Form

The evaluator and evaluatee shall sign the evaluation report summary. The evaluatee's signature acknowledges receipt of such document, not necessarily agreement with statements or findings contained thereon.

The date of the evaluation conference is to be noted on the evaluation report summary and the staff member should check whether or not a statement by the evaluatee is to be attached.

5. Distribution of Copies

Once the final evaluation report has been completed and signed by all parties, one copy is to be given to the staff member, one retained by the building principal, and the original signature copy sent to the personnel department.

III. RECOMMENDING PROBATION

A. Notification to Assistant Superintendent for Education Services

When a building administrator believes he/she may need to recommend a staff member for probation, he/she should inform the assistant superintendent for educational services as early in the year as possible, but no later than the first week in January. The assistant superintendent for educational services will assist the principal during the ensuing weeks. More than the minimum number of observations must have been made prior to recommending probation and the staff member must be on the regular form evaluation procedure.

B. Superintendent Determines Probable Cause

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Probable cause for non-renewal or discharge for certificated employees can be made only by the superintendent.

C. Serving of Probationary Notice

The superintendent will recommend probationary status prior to February 1 of a school year.

D. Serving Notice of Probable Cause

Such notice shall be served upon the employee personally, or by certified or registered mail, or by leaving a copy of the notice at the house of his/her usual abode with some person of suitable age and discretion then resident therein.

IV. TIMELINE RESTRICTIONS/CAUTIONS

Should any of the above dates fall on a non-working day, the activity shall be completed by the conclusion of the previous working day.

The dates specified in Section I - III above are final dates. To ensure the meeting of deadlines, administrators must allow for absences, emergencies, and other unforeseeable contingencies.

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