



## Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
9000	Personnel Policy Goals	Local
Policy	Policy Title	
9420	Evaluation of Staff (Not Covered by 3012-c of Education Law)	

The Board of Education believes that the regular, rigorous and meaningful evaluation of staff is necessary to improve the achievement of students and the efficiency of district operations. To this end, the Superintendent of Schools shall be responsible for ensuring that all district employees are evaluated annually and receive additional staff training, if necessary, to improve their skills.

### Administrators

All administrators, other than building principals who are covered by Policy #9420.1, shall be evaluated annually by the Superintendent or appropriate Assistant Superintendent or supervising Principal in accordance with this policy, applicable state law, regulation and collective bargaining agreements.

### Professional Employees (not covered by 3012-c)

All professional employees (teachers, attendance teachers, counselors, nurse-teachers, school psychologists and social workers) shall be evaluated annually in accordance with state law and regulation, as well as any applicable collective bargaining agreement and the district's Part 100.2(o) Professional Performance Review Plan. The plan shall include (a) criteria for evaluating teachers and other professional employees, (b) assessment methods, (c) how quality rating categories/criteria will be used to differentiate professional development, compensation and promotion; (d) how timely and constructive feedback from evaluations will be provided; (e) plans to improve teacher performance for those rated ineffective, and; (f) training for evaluators.

The Superintendent or his/her designee shall collaborate with teachers, pupil personnel professionals, administrators and parents in developing the plan, which may be a multi-year plan. The Superintendent or his/her designee shall be responsible for selecting those individuals with whom he or she will

collaborate in the development of the plan. The Superintendent or his/her designee shall meet with a group of such individuals at least once each year to determine if changes are necessary after its initial adoption.

The Superintendent shall submit the district's Professional Performance Review Plan, with any recommended changes to the Board. The Board may request that the Superintendent reconsider or reexamine certain aspects of the plan, in which case, the Superintendent will resubmit the plan.

The Board will provide members of parent organizations and the president of the teachers' union the opportunity to comment on the plan, prior to its adoption, at a meeting at which the plan is considered. The Board must approve the plan before it becomes effective. The approved plan for each school year will be available in the district offices by September 10 of each year.

Each year, the Superintendent shall provide a report to the State Education Department on information related to the district's efforts to address the performance of teachers rated ineffective.

### **Appeals**

Staff may appeal an evaluation in accordance with negotiated agreements. If the employee is not covered by a negotiated agreement, the appeal process will be governed by Policy 9140.1, Staff Complaints and Grievances.

### **Training**

The Superintendent or his/her designee shall ensure that all staff that are required to evaluate other staff are provided appropriate and sufficient training in assessment and evaluation, in accordance with state law and regulation.

Adoption date: March 12, 2012

Revision date: October 15, 2013

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#### **Cross Reference:**

9160, Personnel Records

9420.1, Building Principal and Classroom Teacher Evaluation

9700, Staff Development

#### **Reference:**

Education Law §3012-c

8 NYCRR § 100.2(o)(2) (Professional Performance Review Plans)