

ARTICLE 6 - HOURS AND OTHER CONDITIONS OF EMPLOYMENT

G. EVALUATION OF TEACHER PERFORMANCE:

1. The parties agree that the primary objective of the program to evaluate teacher performance is to improve the quality of instruction. Further, the parties recognize the importance and value of the procedure for assigning and evaluating the progress and success of both non-tenured and tenured teachers.
2. Evaluation of teacher performance shall be done by the principal or assistant principal or the supervisor of the appropriate area and must be based on his/her own observations. Other personnel may be used to evaluate teacher performance when agreed to by the teacher.
3. All teachers during their first eight weeks of each school year shall be oriented to the evaluation procedures and criteria upon which they will be formally evaluated and who may observe and evaluate their teaching performance. If the teacher is contracted after the first eight weeks of the school year, an orientation to the evaluation process will take place prior to the first observation. (2009)
4. Prior to the first observation of the school term a pre-conference shall be held between the evaluator and the teacher to apprise the evaluator of the teacher's objectives, methods, and materials planned for the teaching-learning situation to be evaluated. Subsequent pre-observation conferences may be held at the discretion of the evaluator.
5. Each formal written evaluation of a teacher's performance shall be preceded by an observation of at least one hour or the duration of a particular teaching period, but not for more than two hours duration. Variations in these times shall be mutually agreed upon by the teacher and evaluator.
6. Other than the post-observation conference, which shall be conducted in conjunction with the discussion of the formal written evaluation, other observations of the teacher may be followed by a personal conference between the teacher and the evaluator for the purpose of discussing the observation.
7. The evaluator shall not unduly interfere with the normal teaching-learning process while observing.
8. A copy of the formal written evaluation of the teacher's performance shall be given to the teacher and a conference held between the teacher and the evaluator within ten school days of the final classroom observation on which it is based. If the teacher believes the evaluation is incomplete or inaccurate, the teacher may submit objections in writing, which shall be attached to the file copy of the evaluation report. However, the contents of formal evaluation of teacher performance shall not be subject to the Grievance Procedure.
9. If an evaluator finds a teacher needing additional development and growth, he/she shall set forth the specific ways in which the teacher is to improve and of possible assistance to be given by the administrator or other staff members. Progress or lack of progress in any specific deficiencies shall be addressed by the evaluator in subsequent evaluations.
10. The performance of non-tenured teachers shall be formally evaluated during each year as a non-tenured teacher.

11. A reasonable effort will be made to formally evaluate the performance of each tenured teacher annually, but at least once every five years. Requests for an evaluation by a tenured teacher will be given special consideration.
12. All formal evaluation of performance of a teacher shall be conducted openly and within the full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited.