

**COGNIA****TEACHER EVALUATION**

Administration should engage in ongoing monitoring and evaluation of teacher performance and must comply with statutorily required formal, written performance reviews. The purpose of ongoing and formal performance evaluation is to ensure teachers hold the requisite ability, competence, and qualifications to perform teaching duties; to identify areas of deficiency and establish expectations for improvement; to identify effective teaching strategies and potential teaching mentors; and to increase the overall quality of educational services provided to students.

Immediate supervisors shall evaluate certified teaching staff through ongoing monitoring of teacher performance, informal and/or formal classroom observations, as well as through the use of any other evaluation instruments or rubrics adopted by the Board. Administration should complete formal performance reviews and evaluations with honesty, accuracy, and with specific comments supporting the ratings identified in the document. When applicable, performance deficiencies identified in an informal or formal performance evaluation instrument should be considered by administration for the drafting of a performance improvement plan or referral to a teacher mentoring program.

Formal, written performance reviews shall be conducted in compliance with NDCC 15.1-15-01, as follows:

1. The District shall conduct two performance reviews per year, for the first three years an individual is employed as a teacher. The District shall prepare written reports of the teacher's performance. The District shall make the first yearly report available to the teacher on or before December fifteenth. The school district shall make the second yearly report available to the teacher on or before April fifteenth.
2. If an individual begins employment as a teacher after January first, the District shall conduct one review of the teacher's performance. The school district shall make the written report available to the individual on or before April fifteenth.
3. Beginning with the fourth year of a teacher's employment as a teacher, the District shall conduct at least one review of the teacher's performance each year. The District shall prepare a written report of the teacher's performance and make the report available to the teacher on or before April fifteenth.

Formal, written performance reviews and evaluations shall become a part of the employee's personnel file and shall not be removed. The employee shall have the right to review the evaluation and may attach a written response, which shall be attached to the performance review or evaluation document in the personnel file.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DFA, Supervision and Evaluation
- DFAA-AR, Teacher Evaluation Procedure
- DFAB, Teacher Supervision

**RECOMMENDED**

Descriptor Code: DFAA

**COGNIA**

- DIB, Review of Contested Material in Personnel Files

**End of Yellowstone Policy DFAA ..... Adopted: March 17, 2025**