EVALUATION OF PROFESSIONAL STAFF TEACHERS

To bring a desirable degree of consistency and uniformity to the evaluation process, the following procedures will be observed:

1. Evaluations may be initiated by the Superintendent, the assistant Superintendents, Principals, assistant Principals, and department heads or coordinators. These personnel will have the privilege of observing a teacher at any time.

2. The evaluation instruments will be the Teacher Evaluation Criteria booklet and the Evaluation Work sheet. Each staff member will be provided with a copy of these materials. The work sheet will be used by the evaluator who will provide the teacher with a copy.

3. Teachers will be evaluated through classroom observation during a school year.

4. Conferences will be arranged by the evaluator following each classroom observation. The work sheets will be reviewed and discussed at this time. Teachers may file written comments with the summary of each conference.

5. It is the teacher's responsibility to request assistance; the evaluator's responsibility to give assistance. A program designed to bring about needed improvement should be developed by the teacher and the evaluator.

6. The evaluation process will be subject to periodic revision.

The substance of the teacher's evaluation will be based on the basic function of the teacher as it is understood by the School Committee. Specifically, the teacher must institute and direct learning activities compatible with the philosophy of the school system. These learning activities should lead to the acquisition of knowledge and promote the maximum development of desirable behavior, skills, habits, attitudes, appreciation, beliefs, and standards. Therefore, teachers will be appraised in terms of the following characteristics, qualities, and demonstrated skills:

1. Extent and currency of knowledge and understanding of subject matter, the learning process, and general education.

2. Development and use of effective techniques for motivation and instruction.

3. Daily preparations as evidenced in thorough planning and preparation.

4. Quality of student-teacher relationships.

5. Classroom management.

6. Professional appearance and manner.

7. Personal development.

8. Effective guidance procedures and use of professional support personnel.

9. Quality of teacher-home-community relationships.

10. Loyalty to, and conscientious support of, all personnel, the objectives of the School Committee, and the philosophical principles of the school system.

NOTE: The Teacher Evaluation Criteria booklet and the Evaluation Work sheets are available in the Superintendent's office for reference.

LEGAL REFS.: Collective Bargaining Agreement