
ADMINISTRATIVE REGULATIONS**SECTION: Curriculum****SUBJECT: Nederland I. S. D. Teacher Appraisal System
Procedures**

CUR-12**UPDATE 9****07-30-08**

The following procedures shall be used to appraise teachers:

Instructions:

1. After each formal observation a PRELIMINARY/POST OBSERVATION REPORT must be completed for Domains I-V. Record the date on which the Preliminary/Post Observation Report is completed in the space provided.
2. For each indicator observed and/or credited, enter the numeral **1**. Evidence concerning indicators for which credit is denied must be documented in the space provided.
3. For each criterion in which Exceptional Quality is awarded, enter the numeral **3**. Evidence concerning the basis for awarding EQ credit must be documented in the space provided.
4. Review the completed Preliminary/Post Observation Report and any cumulative data collected up to the summative observation conference to determine whether changes need to be made regarding SE and EQ credit. If after reviewing the data there are no changes to be made, complete step 5. If previously awarded SE or EQ credit is to be denied, strike through the numeral. If credit which was previously denied is to be awarded, enter the appropriate numeral. Initial and date each change and record documentation to substantiate the change(s) in the space provided.
5. For each domain, record the total credits earned during the appraisal period (SE+EQ) in the space provided.

Cumulative Data:

Purpose: Cumulative data is to be used by the appraiser to assess teacher performance outside the required period of observation.

Procedures: Review all properly prepared cumulative data collected during the appraisal period to determine the effect of the documentation on prior decisions made as a result of formal observation of the teacher's performance. If cumulative data substantiates a change in scoring (domain credit changes), the specific data must be cited in the space provided on the Preliminary/Post Observation Report. Provide a copy of the changed Preliminary/Post Observation Report to the teacher at the post-observation and/or summative conference.