

DFAA-AR - TEACHER EVALUATION PROCEDURE

Purpose & Scope

The goal of ongoing monitoring and formal teacher reviews and evaluations is to document and strengthen teaching performance, instructional programs, and student achievement.

Evaluator

The building principal shall be responsible for evaluating teachers under his/her supervision. The Principal should be well acquainted with all the factors related to teachers' classroom assignments, class compositions, environmental elements, and other contributing factors.

Procedure

Each teacher's performance will be monitored, observed, and evaluated under varying circumstances dependent on the assignment. Formal classroom observations should be made periodically and should be included in every formal, written performance review or evaluation. In addition to classroom work, teachers' activities that benefit the school or student achievement may also be included in the formal, written performance review or evaluation.

The principal shall maintain a record of classroom observations through the designated portal. Evaluations shall be analytic and seek to establish the degree to which a teacher is meeting established criteria for professional performance, including ability, competence, and qualifications. Follow-up observations should be noted when indicated.

Following the completion of each formal observation, the evaluator and teacher should meet to discuss the observation. The teacher and the evaluator should also meet to discuss the formal written performance review and sign the accompanying document. The teacher's signature doesn't indicate agreement and/or disagreement with the evaluation, only that it has been received and read.

Copies of annual evaluation must be sent to Central Office by designated deadline to be placed in teachers' personnel file. A teacher may attach a written response to the evaluation placed in the personnel file.

End of Jamestown Public School District Administrative Regulation DFAA-AR...Amended 4-7-2025