BP-4115(a)

CERTIFICATED PERSONNEL EVALUATION/SUPERVISION

Note: AS 14.20.149 requires school districts to have a certificated employee evaluation system. The School Board is required to consider information from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators in the design and periodic review of the system. The evaluation must be based on observation of the employee in the employee's workplace. In addition, the law mandates several requirements for the system including the establishment of district performance standards, a minimum number of evaluations each year, the preparation and implementation of a plan of improvement, and opportunity for students, parents, community members, teachers, and administrators to provide information on the performance of the person being evaluated. Department of Education and Early Development regulations require a district's certificated employee evaluation a teacher or administrator's performance on applicable professional content standards as exemplary, proficient, basic, or unsatisfactory. In addition, overall performance must be evaluated with these same four ratings. A district shall report to the department not later than September 15th of each year evaluation results as to tenured and non-tenured teachers, administrators, and special service providers and performance levels, as prescribed in 4 AAC 19.055. The Educator Evaluation regulations are found at 4 AAC 19.010-19.099.

The School Board believes that evaluations provide important information relevant to employment decisions, help staff improve their professional skills, improve the effectiveness of instruction and raise student achievement levels. In accordance with the district's certificated employee evaluation system, the Superintendent or designee shall evaluate certificated personnel annually, including teachers, administrators and special services providers. The evaluation system shall evaluate whether the certificated employee is exemplary, proficient, basic or unsatisfactory on applicable content standards and in overall performance. The district's certificated employee evaluation system will incorporate those procedures and mandates required by law.

The district shall provide inservice training to all certificated employees subject to the evaluation system. The training will assure inter-rater reliability and address the evaluation procedures, the standards used by the district in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

Individuals conducting an evaluation must hold a Type B administrator certificate or be a site administrator under the supervision of a person with a Type B certificate, be employed by the school district as an administrator, and complete training in the use of the district's evaluation system.

A certificated employee has a right to comment within ten days, on the evaluation, and may not be retaliated against for doing so.

The certificated employee evaluation system will be periodically reviewed. The district will consider input from students, parents, community members, classroom teachers affected collective bargaining units and administrators.

BP-4115(b)

CERTIFICATED PERSONNEL EVALUATION/SUPERVISION

The district will make a form, template, or checklist that the district uses in the evaluation of certificated employees available to the public, including posting the form, template, or checklist on the district's website. The posting will explain how the district has considered input of these groups in the design of the evaluation system.

Legal Reference:

ALASKA STATUTES
14.20.149 Employee Evaluation
23.40.070 Declaration of Policy (PERA)

ALASKA ADMINISTRATIVE CODE
4AAC 19.0060 - Evaluation of Professional Employees
4AAC 04.200 Professional Content and Performance Standards
4 AAC 04.205 District Performance Standards

Adoption Date: October 3, l988
Reviewed & Renumbered: May 17, 2010
Revised: September 24, 2015
Reviewed: September 16, 2024
Revised: August 17, 2026