

Procedures for Policy 436 - Professional Staff Performance Evaluation

The immediate supervisor or designee shall implement policy 436, Professional Staff Performance Evaluation. Performance evaluation procedures shall be as follows.

1. The supervisor or designee shall observe the job performance of professional staff on a regular basis. These observations will take place on both a scheduled and unannounced basis. During each observation, information will be gathered and documented.
2. Criteria established for each professional position, job descriptions, district/building policy and procedures, and other professional areas deemed appropriate by the supervisor shall be utilized as guides for observation and performance review. At the beginning of the performance review year, the staff member will be given a Performance Evaluation Rubric (Form A). The Performance Evaluation Rubric has two purposes: It provides a general list of the domains which will be subject to review, and it provides the opportunity for the staff member to conduct a self-assessment which can be discussed in conjunction with the supervisor's performance evaluation form at the first conference.
3. A minimum number of performance evaluations will be conducted as follows:
 - a. **Probationary Staff:** For a teacher, or other professional staff member required to hold a license as defined in M.S. 122A.40, performing services on:

120 or more school days:	Three (3) performance reviews
60 to 119 school days:	Two (2) performance reviews
less than 60 school days:	One (1) performance review

Days devoted to parent-teacher conferences, teacher workshops, and other staff development opportunities, and days on which a teacher is absent from school shall not be included in determining the number of school days on which a teacher performs services.

Performance evaluations will be scheduled at intervals during the teacher's work year with the first to be completed prior to December 1, the second to be completed prior to February 1, and the final evaluation to be completed prior to May 1, except in the case of teachers becoming eligible for tenure. The final evaluation for those teachers shall be completed prior to March 1. For teachers working less than the full school year, the evaluations shall be scheduled at similar appropriate intervals during the teacher's work year.

The Performance Evaluation Rubric (Form A), Pre-Observation Worksheet (Form B), Teacher Reflection (Form C), and Progress Review (Form D) will be used at least for the first conference. Subsequent evaluations may be summarized in writing either on the Progress Review or as a written narrative.

Signed copies of three (3) Progress Reviews and a Summative Evaluation (Form F) will be placed in the employee's personnel file located in the Personnel Office.

b. Tenured Staff

Tenured staff members shall have at least one (1) performance evaluation at least every five years. Performance evaluations may be scheduled more frequently at the district's discretion.

Signed copies of the Progress Review Form and the Summative Evaluation Form will be placed in the employee's personnel file located in the Personnel Office.

4. Each supervisor shall submit a recommendation to the Superintendent or designee for each probationary professional staff member employed in his/her building prior to April 1 of each school year for advancement to tenure status, or prior to May 1 for continuation of probationary status or termination and non-renewal of contract. The District will compile, review, and forward recommendations to the Superintendent for review and recommendation to the Board of Education.

Policy 436 - Procedures for Professional Staff Performance Evaluation

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School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota