

**EVALUATION OF PROFESSIONAL STAFF
(Certificated Personnel)**

Teacher Evaluation Procedure

1. An early conference between the principal and/or administrator and the teachers will be scheduled for the purpose of reviewing the teacher evaluation procedures and job description used in the district. This will be done during the first two weeks of school before any observations are made by the principal and/or administrator.
2. For the annual appraisals of non-continuing contract teachers and those considered marginal, the principal and/or administration will make a minimum of four observations during the school year; one observation each during the first three quarters, the fourth observation during any quarter. One of the observations may be teacher-initiated.
3. Continuing contract teachers may be evaluated every year but must be evaluated at least one time every third year. They may be evaluated when deemed necessary by the principal and/or administration during the school year or at the request of the teacher.
4. The principal and/or administration will note the time and date of all observations to be used on the annual appraisal form. The teacher should receive some type of critique following formal visits. Pertinent observation comments will be sent to the teacher in writing within a reasonable amount of time after the observation.

Issued and approved by the Board 07/14/75

Revised 05/24/76 06/27/88

