

Policy No.: 406.07
Adopted: 10-08-2002
Revised: 12-08-2003
Reviewed: 02-19-2015

CERTIFICATED EMPLOYEE EVALUATION

Evaluation of certified employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of certificated employees, other than administrators, but including extracurricular employees, shall be to improve the education program, to maintain certificated employees who meet or exceed the board's standards of performance, to clarify the certificated employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria shall be in writing. The formal evaluation shall provide an opportunity for the evaluator and the certificated employee to discuss the past semester's performance and the future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the certificated employee and filed in the certificated employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the certificated employee's skills, abilities and competence.

The Superintendent will create an administrative regulation describing the procedure to be used for evaluations and including the evaluation instrument. At minimum this will provide for evaluation of instruction, environment, professional practices, and professional growth. It will provide for a written description of all noted deficiencies, specific means for the correction of the noted deficiencies and an adequate timeline for implementing the concrete suggestions for improvement. The teacher will be allowed to offer a written response.

It shall be the responsibility of the principal to ensure certificated employees are evaluated at least annually. The evaluation shall include at least one classroom observation for one period. Tenured teachers with the approval of the principal may develop a professional growth plan to replace an annual classroom observation for one period. This growth plan may be used for two consecutive years followed by a formal one period classroom observation. During the two years of the professional growth plan, adequate progress will be verified through documented items. Informal classroom observations will continue to be made.

Probationary certificated employees shall be evaluated at least once each semester. This evaluation procedure will include at least one classroom observation for one period each semester.

The evaluation instrument will be annually communicated in writing to certified employees.

Legal Reference: Neb. Statute 79-828
NDE Rule 34

Cross Reference: Certificated Employee Qualifications, Recruitment, and Selection
Certificated Employee Probationary Status
Certificated Employee Reduction-In-Force