

**NEMAHA VALLEY SCHOOLS USD #442****PROFESSIONAL EMPLOYEE EVALUATION****Philosophy and Purpose**

The board, the professional employees, and the community, believe that the evaluation process should provide an opportunity for professional employees to make self-assessments in the educational process, focusing upon performance areas to learn strength and possible weaknesses, and to improve in effectiveness as a professional employee.

The primary purpose of professional evaluation is the improvement of administration, instruction, and the learning experience of students. Secondary purposes are the promotion of professional growth, advancement on salary schedule and the fulfillment of local and state requirements as set forth herein and as mandated by Kansas statutes. Evaluations shall be continuous on both an informal and formal basis.

The formal evaluation process will provide objective measures by which the superintendent may make recommendations to the board concerning re-employment of professional employees, placement of professional employees on probationary status, or the dismissal of professional employees. Probationary status shall be used in cases where it is felt that the professional employee can be helped to become a contributing and productive member of the school system.

**General Evaluation Procedure**

All professional employees will be evaluated on the basis of the policy and criteria outlines in the body of this section. These evaluations will be in written form.

Evaluations will be conducted by each building principal and/or the superintendent.

Self-evaluation will be considered an important part of the total evaluation program. Prior to the formal evaluation conference, professional employees will be expected to thoughtfully and carefully evaluate themselves on the district's adopted evaluation criteria.

Each individual is to complete a self evaluation form before forwarding it to his immediate supervisor. The immediate supervisor will then complete the written evaluation before setting up the formal conference.

Evaluations may be conducted on an unannounced basis.

All evaluations of the work performance of a professional employee will be conducted openly and with the full, but not necessarily prior knowledge of the professional employee being evaluated. The use of eavesdropping, public address or audio systems, hearsay evidence, or similar surveillance devices is strictly prohibited. In order to fulfill the requirements of this section, the evaluator may have access to and may review previous evaluations.

The principal to which the professional employee is assigned shall review the evaluation in consultation with the evaluated professional employee, who shall have the right to include remarks, statements, etc., concerning such evaluations at any time, not later than two weeks after the formal evaluation.

All remarks and addenda by the evaluated professional employee must be made upon the original evaluation sheet or subsequent attached sheets, and the existence of such sheets will be properly noted on the original evaluation sheet. Signatures of both the evaluator and the evaluated professional employee will be affixed to these statements. The professional employee shall receive a signed copy of the evaluation report.

A professional employee's signature upon his/her evaluation is required, but does not necessarily constitute approval of such evaluation.

The principal shall hand-deliver all evaluations conducted within his/her building to the superintendent, who will review such evaluation, and cause it to be placed in the personnel file of the evaluated professional employee. One file shall be kept by the principal and a duplicate file by the superintendent.

Every professional employee or administrator shall have the right upon request to review the evaluation documents of his/her files and to include written statements and/or items of his/her choice. They will also have the right to make copies of any documents therein.

### **Security of Evaluation Documents**

It shall be the responsibility of each building principal and the superintendent to maintain the security of all evaluation documents to the end that the provisions of Kansas Law relative to access to evaluation documents may be fully and completely observed.

All evaluation documents shall be considered confidential and shall be available to the evaluated professional employee, the board and its attorney, administrators who make, or will make the individual evaluations, and others as provided by law.

Evaluation documents will be mailed to boards and/or administrative staffs of schools to which the professional employee applies for employment, provided that written permission authorizing the release of such evaluation documents is given to the board by the professional employee. Evaluation documents of individual professional employees will be released to any person specified by the professional employee in writing to the board.

### **Evaluation of First and Second Year Professional Employees**

Observations of professional employees during the first two consecutive years of service in the district shall be for the purpose of rendering assistance.

Evaluation of first and second year professional employees shall be at least two in number. Classroom visits for a significant part of the instructional period shall be conducted per each evaluation. The first evaluation shall be completed by the 60th day of employment and the second evaluation shall be completed by the 60th day of the second semester.

After the completion of the year's evaluation, the principal shall submit a written report for each professional employee under his/her supervision to the superintendent.

### **Evaluation of Professional Employees with More than Two Years of Consecutive Service**

Evaluations shall be for the purpose of assisting the professional employee in attaining further professional growth and to ensure that the professional employee continues to meet the high standards required of a career professional employee.

Starting with the 2001-02 school year, professional employees with more than two (2) years of experience and less than ten (10) years of experience in the district shall be evaluated at least one (1) time each year no later than February 15.

Starting with the 2001-02 school year, professional employees with ten (10) years or more experience shall be evaluated at least once every three (3) years no later than February 15. A professional employee may be evaluated more frequently than once every three (3) years if deemed necessary by the administration.

The building administrator will announce at the first faculty meeting of the year the individuals who will be evaluated by the professional employee evaluation procedure for that year.

The written report submitted shall give recognition to positive aspects of evaluations as well as deficiencies observed. Such reports shall include a clearly worded statement that the administrator (1) withholds an employment recommendation until the legal date for teacher contract renewal due to unacceptable ratings; (2) recommends probation; (3) recommends contract renewal; or, (4) recommends contract non-renewal. The above recommendations are subject to formal board action and state law.

Professional employees placed on probation or receiving unacceptable ratings shall be given job targets in areas where improvement is required.

### **Standard Forms for Evaluation**

Evaluation forms shall be standardized throughout the district and shall be made available to professional employees upon request.

The building principal is charged with the responsibility of discussing professional employee evaluation objectives and procedures with his/her staff in the inservice workshop preceding the school year.

**Evaluation Chart Summary**

Evaluation will be conducted on a schedule summarized in the following chart:

**EVALUATION CHART SUMMARY**

Year	Goal Statements	Evaluation (to be completed by)	Evaluation (to be completed by)
1st	x	60th day - 1st Semester	60th day - 2nd Semester
2nd	x	60th day - 1st Semester	60th day - 2nd Semester
3rd	x		February 15th
4th	x		February 15th

Procedure to continue on as in the third and fourth year of teaching.

**Goal Statements**

Goal statements are designed to formalize a professional employee’s job goals. The professional employee and administrator will identify goals for his or her individual professional growth as well as to work toward the professional development goals established for the district and building.

The professional employee will submit to his or her immediate administrative supervisor by September 1 of each year individual goals using the Individual Professional Development Plan form. If the professional employee is formally evaluated during the school year, then progress toward the goals will be discussed during the evaluation conference.

A professional employees’ progress toward the goals will be indicated on a checklist that is on the Individual Professional Development Plan and will be turned into the administrator by May 1. The administrator will provide feedback if needed to the professional employee regarding progress toward his or her goals.

**Job Targets - Professional Employee Assessment for Instructional Improvement**

Job targets are to be tailored to the individual professional employee's needs as defined through the evaluation process. Job targets shall be written by the professional employee and the administrator, in relation to performance area(s) deemed "unacceptable."

Job targets are to be established in the evaluation conference between the professional employee and the administrator. Hopefully, however, the professional employee will identify, prior to the conference, some targets for his/her own individual improvement. The professional employee and administrator shall agree on the specific targets needed during the evaluation conference.

Number of targets will be dependent upon the need and the situation. It is not to be presumed that targets are necessary for every performance area listed on the form. Targets selected should be those which have the highest priority and in greatest need for attainment.

The establishment of job targets also is to include strategies, ground rules, and procedures which both the administrator and the professional employee are to follow in helping the professional employee work toward attaining the targets. The job target approach is to clarify the performance expectations of the professional employee and make duties and responsibilities of all parties more clear.

It is vital that job targets be expressed in specific terms which are readily understood and the accomplishment of which is measurable. Wordy, generalized, and ambiguous targets are difficult to measure and may lead to confusion and understanding.