

Staff development is a cooperative endeavor requiring commitment by both the evaluator and the staff member being evaluated and is a matter of importance in providing a quality instructional program for the students in the school district. The primary purpose of teacher evaluation is the improvement of the teacher's instructional performance. In addition, teacher evaluations will be used for, but not limited to, the following purposes:

- I. To provide the teacher with objective feedback on his or her instructional practices.
- II. To diagnose and solve instructional problems.
- III. To assist the teacher in developing skills in using instructional strategies.
- IV. To assist the teacher in developing a positive attitude related to the education and development of his or her students.
- V. To evaluate the teacher for re-employment, tenure, or termination.

Procedure.

Very early in each school year the responsible school administrator will notify in the teacher's handbook or by other personal means those teachers who are to be evaluated and the process and procedures to be used to conduct the evaluations. To provide a greater understanding of the process and purposes, copies of the evaluation instrument and policies will be given to each teacher. The evaluation instrument and policies have been designed to reflect the school district's instructional goals.

Pursuant to Nebraska statutes, tenured teachers shall be evaluated at least once formally during the school year. Probationary teachers will be evaluated formally at least once each semester during their probationary period. The formal evaluations will be at least one instructional period long, with the instructional period being a minimum of thirty minutes. The formal visitations of the probationary teachers will be comprised of one announced visitation utilizing a pre- and post- conference regarding the evaluation, and one unannounced visitation followed by a post-evaluation conference. Additional evaluation sessions

may be necessary to assist the thorough evaluation of the instruction. The purpose of these evaluations does not imply that deficiencies exist. These additional sessions will be at the discretion of the responsible school administrator. The evaluation results will be filed in each teacher's confidential file by March 15 of the school year evaluated.

Criteria.

This school district will use an evaluation instrument to evaluate its teaching staff. The instrument provides for the evaluation of criteria in the following four categories:

- I. Instructional performance.
- II. Classroom organization and management.
- III. Professional conduct.
- IV. Personal conduct.

Conferences.

Following the visitations, whether formal or informal, announced or unannounced, the evaluator will have a post-conference with the staff member evaluated for the purpose of discussing the evaluation. If any deficiencies are noted, a means of correcting them and a time line for implementation of the corrections will be provided with teacher involvement. The teacher will be given the opportunity to provide a written response to the evaluation. Signature of both the staff member evaluated and the evaluator will be required as evidence of documentation of the evaluation.

Evaluator In-Service.

The superintendent of schools will be responsible for providing the training necessary for use of the evaluation instrument of the school district. The superintendent of schools may also utilize any workshops, college classes, or activities provided by the educational service unit, institutions of higher learning, professional organizations, or other organizations in providing the training necessary to utilize the evaluation instrument provided by the school district. All evaluators of the school district shall possess valid Nebraska Administrative and Supervisory Certificates. Refer to AR-4550, Certified Staff Evaluation Forms.

Legal Reference: §79-828

Probationary Certified
Employee, Probationary
Period, Evaluation,
Contract Amendment or
Renewal Procedure.