



STILLWATER
AREA
SCHOOLS

RESULTS

Policy Title	Policy Level	Date Approved
Evaluation of Personnel	R 3.3	Approved: 1-17-72 Reviewed: 5-08-85

It is the policy of I.S.D. 834 that principals and other administrators have an ongoing responsibility for evaluating both curricular offerings and teachers.

ADMINISTRATIVE PROCEDURES AND REGULATIONS

Rule Approved: 12-13-76
Revised:: 12-1-80
Revised: 8-15-84

Purpose of Evaluation

The primary responsibility of the certified staff is to deliver the instructional package. Sharing this responsibility equally are the teachers and the district administrators. The purpose of staff evaluation is to determine if the standards of good teaching are being practiced to improve instruction. Classroom performance and professional development shall be the primary basis for evaluation.

Procedure

1. During the workshop period at the beginning of each school year, the evaluator provides each staff member with a copy of: (a) statement of purpose of staff evaluation, (b) evaluation procedure, (c) evaluation instruments.
2. Any tenure staff member desiring to be evaluated during the current school year will make the request in writing by the close of the initial workshop period.
3. The teaching staff shall be notified individually in writing if they will or will not be evaluated during the school year. Such notice will be given by the end of the preschool workshop week.
4. In addition, the administrator shall inform the professional staff of their rights and responsibilities under state law.
5. A formal evaluation discussion between each staff member to be formally evaluated and the evaluator shall take place before May 1 of the school year. The evaluator shall bring to the conference the tentative evaluation and the teacher can bring a form of self-appraisal. The appraiser and the appraisee should discuss each rating especially in view of possible differences of opinion on certain items. If there is a disagreement in evaluation, the person evaluated may submit a statement which becomes a part of the complete evaluation

form. The final evaluation form will be made in triplicate, the original copy to be sent to the superintendent's office for placing in the personnel file, one copy retained by the person being appraised and the third copy to be filed in the evaluator's file.

Written Evaluation for Certificated Staff

Each year the evaluator will formally evaluate at least one-third of the school's certificated staff. A teacher may request inclusion in the formal evaluation and shall become a part of the one-third of the faculty being evaluated.

Evaluation

1. For Non-tenure Staff

- a. Evaluators are to complete three written evaluations the first three consecutive years of a teacher's first teaching experience in Minnesota. Evaluators are to complete three written evaluations for one year only if the teacher has been employed three consecutive years in another single Minnesota school district. Evaluation of probationary teachers must occur at least three times each year. (M.S. 125.12).
- b. A part of the evaluation shall be based on at least three classroom observations. Each of these observations shall be followed with an oral or written review. At least one of these reviews must be written.
- c. The first evaluation is to be completed by the end of November by the end of November and the remaining two anytime before May 1 of the school year. However, if the evaluator is recommending that the staff member not be retained, the written evaluations must be completed by the evaluator by February 28. Evaluation time schedules must be adjusted for those probationary teachers hired after the first of the year.

2. For Tenure Staff

- a. Evaluators are to complete a minimum of one written evaluation every five years for each tenured certificated staff member.
- b. Evaluators may deem it advisable to formally evaluate tenured staff members more than once every five years.
- c. A part of the evaluation shall be based on at least two classroom observations. Each of these observations shall be followed with an oral or written review. At least one of these reviews must be written. Classroom observations shall be completed by March 31.
- d. If the evaluator is recommending that the staff member not be retained, the written evaluation must be completed no later than February 28.