

**EVALUATION OF PROFESSIONAL STAFF**

The purpose of appraising the performance and effectiveness of professional staff is to promote improvement in the professional function, to recognize exceptional professional performance, and ultimately to bring continued improvement in the teaching-learning process in the district schools.

**ADMINISTRATORS:**

Each administrator's performance and effectiveness will be assessed within the scope of that person's area of responsibility, system-wide goals and objectives and individual performance objectives.

Major areas of responsibility in which individuals may be appraised are established in their job descriptions. Such areas include: curriculum and instruction, staff relations, pupil relations, fiscal management, building management, program management, school-community relations, supportive services, professional growth plans and other system-wide responsibilities.

System-wide goals and objectives are developed annually by the administrative team for the improvement of the school system. Individual performance objectives will be agreed to by the appraiser and the appraisee and may relate to system-wide goals and objectives, area of responsibility and/or personal growth.

The method of appraisal will consist of self-appraisal and appraisal by an assigned appraiser, which will be ongoing throughout the year with a formal evaluation report submitted annually to the School Board by the Superintendent.

**OTHER PROFESSIONAL STAFF:**

The Board intends to seek and maintain the best qualified staff to provide quality education for students. In keeping with this goal, there will be an ongoing appraisal of the performance of staff to provide:

1. A systematic process whereby all staff members may increase the effectiveness of their services, using available professional resources.
2. Opportunity for all staff members to analyze their strengths and weaknesses as they relate to the teaching-learning process and to discuss objectively the contributions they have made to the school system.
3. Opportunity for the administrative staff to analyze the strengths and weaknesses of individual staff members and to use this knowledge to develop supervisory service to assist individuals in developing objectives to improve their competence. These may relate to the teaching-learning process and/or other professional responsibilities.
4. Effective means by which administrators may make recommendations concerning the continued employment of personnel, the granting of a continuing contract, and/or other recommendations to the School Board
5. Identification of teachers needing significant improvement.
6. Identification of exemplary teachers who should receive appropriate and meaningful recognition.

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(Continued)**

Evaluations of all professional staff will be conducted by such persons as the Superintendent may designate.

As a result of the above processes, the Superintendent will make recommendations concerning the continued employment of each professional staff member.

Proposed: 10/04/93  
Adopted: 02/07/94  
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