

CERTIFICATED EMPLOYEE EVALUATION

Evaluation of certificated 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 building principal and the certificated employee to discuss the past performance and the future areas of growth. The formal evaluation shall be completed by the building principal, 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.

Evaluation training will be supervised by the superintendent and follow and adhere to guidelines set forth by the board and the Nebraska Department of Education. The evaluation process, which shall be tied to the district's instructional goals, shall identify areas of strength and support and identify areas in need of improvement for remediation. (FORM J). Evaluation shall also be used to substantiate promotion, retention, and dismissal decisions.

The Superintendent will create an administrative regulation describing the procedure to be used for evaluations and including the evaluation instrument. At a minimum this will provide for evaluation of instructional performance, classroom organization and management, professional conduct, and personal conduct. It will provide for a written description to the teacher within two weeks following the observation 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 within two weeks of said evaluation.

The regulation will also specify what training will be provided by the district for evaluators.

It shall be the responsibility of the building principal under the supervision of the superintendent to ensure certificated employees are evaluated at least annually. The evaluation shall include at least one classroom observation for one period.

New and 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.

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

Cross Reference: 406.02 Certificated Employee Qualifications, Recruitment,
and Selection
406.09 Certificated Employee Probationary Status
408.05 Certificated Employee Reduction-In-Force

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