

Professional Personnel

Administrative Procedure - Non-Tenure Evaluation Procedure

All non-tenured teachers hired after July 1, 2000 shall receive three (3) observation/visitations each year. Two of the visitations will be scheduled, and one will be unscheduled. A conference will be held with the teacher at the end of each observation. A short narrative summary will be provided to the teacher.

A complete evaluation, which summarizes all three observations, will be completed by the evaluator no later than ten (10) school days after the third observation has been conducted. This evaluation shall be included in the teacher's personnel file.

The final evaluation report will be forwarded to the Superintendent's office no later than April 1st of the school year.

DATED: April 13, 2009