

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

EVALUATION OF PROFESSIONAL STAFF

2250

- 2250.1 Formal Evaluations
Formal evaluations will be conducted with the Professional Evaluation Form which delineates the specific criteria being evaluated to insure a quality educational program.
- 2250.2 Within three working days after a formal observation, there shall be a conference held between the evaluator and professional employee evaluated to review and discuss the observation.
- 2250.3 Both the evaluator and the professional employee shall sign the Professional Evaluation Form. The signature of the professional employee shall not indicate agreement but shall mean that the evaluation has been received and the conference held.
- 2250.4 If the professional employee disagrees with the evaluation, he/she may file a rebuttal statement within three workdays of the conference date.
- 2250.5 Formal evaluations of each professional employee new to the district or non-tenured shall be conducted at least once each marking period making a minimum of four annually. Tenured teachers will be formally evaluated two times annually. These numbers are minimums and are not meant in any way to limit the number of times the principal or Superintendent may visit a classroom.
- 2250.6 The Superintendent may make at least one of the evaluations each year for each professional employee.
- 2250.7 Each formal observation shall be at least 30 minutes in length.
- 2250.8 Two consecutive unsatisfactory formal evaluations are needed to dismiss a tenured teacher. Two unsatisfactory evaluations, one of which will be the final evaluation, will be necessary to recommend dismissal of non-tenured employee.
- 2250.9 The evaluation procedure shall take into account each individual's goals for self-improvement.

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EVALUATION OF PROFESSIONAL STAFF (Contd)

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- 2250.10 Realistically it can be expected that very few teachers will meet perfectly each of the criteria as defined. However, the criteria should be viewed as permanent expectations to be strived for continually and they should stimulate quality discussions between the evaluator and the professional employee.
- 2250.11 Not all items on the evaluation form may be observable in the instructional period. Any item not observed during the instructional period should be marked NO not observed.
- 2250.12 Informal Evaluation
An informal observation may be held at anytime and for any length of time.
- 2250.13 The individual professional employee may request an informal observation for general purposes or concerning specific areas that the employee has been concerned about.
- 2250.14 A written record will not be included in the employee's file.
- 2250.15 A preconference is suggested for informal evaluations.
- 2250.16 Alternative Evaluation
Tenured teachers may, with permission of their building principal and prior to November 1 each year, set a date by which to select one of the following observation alternatives and determine a completion date.
- Audio taping / self review
 - Audio taping / peer review
 - Audio taping / administrator review
 - Video taping / self review
 - Video taping / peer review
 - Video taping / administrator review
 - Peer coaching / recorder only
 - Peer coaching / record / discuss
 - Planned visit
 - Lesson planning visit / administrator
 - Lesson planning visit / peer
 - Preconference visit
 - Prelesson visit

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EVALUATION OF PROFESSIONAL STAFF (Contd)

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- 2250.17 Tenured teachers who do not select an observation alternative by November 1, will be assigned a second formal observation to be completed by the building principal(s).
- 2250.18 Upon completion of the alternative evaluation, the teacher will complete the Alternative Observation Documentation Sheet, review with the appropriate principal, and submit to the Superintendent.

Revised December 3, 2001