

## **EVALUATION OF PROFESSIONAL STAFF**

The evaluation process shall include:

- The development and periodic review of techniques and procedures for making evaluation.
- The interpretation of the information gained in the evaluation process in terms of the objectives of the instructional program, and
- The application of the information gained to the planning of staff development and in-service training activities which are designed to improve instruction and increase teacher competence,

The evaluation process shall include supervisor-initiated observations and teacher-initiated observations.

Each probationary teacher shall receive at least two formal written evaluations during the year. Other teachers shall receive at least one formal written evaluation during a three-year period, consistent with the recertification year from their staff development plan. The formal written evaluations may be the result of a series of observations. Evaluations in addition to those detailed above are at the discretion of the administration.

The formal evaluations shall be written and shall be discussed by the supervisor and the person being evaluated. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document shall be signed by both parties and be incorporated into the personnel file of the teacher. In addition, the individual and his/her department chairperson (if applicable) shall receive a signed copy. The signature should indicate that the evaluation has been read and discussed.

The written evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty which is observed.

**LONDONDERRY SCHOOL BOARD**

Adopted: November 14, 1995