

The Superintendent, or the Superintendent's designee, shall have the overall responsibility for the administration and monitoring of the District Performance Evaluation Program and will ensure the fairness and efficiency of its execution.

The evaluation of Administrators and Certified Personnel shall be distributed as follows:

	Administrators	Certified Personnel
Parent Input	10%	10% 5% (secondary)
Student Input		5% (secondary)
Teacher Input	10%	
Student Achievement	10%	10%
Professional Practice	70%	80%

Administrator Evaluations are outlined in Policy 302.00 Administrator Evaluations.

Timeline

- Administrative Individual Professional Learning Plan (302.00F1) due September 1.
- Mid-Year Check-In Form (302.00F2) due January 15.
- Written Evaluation due to the District Service Center by June 1.

Professional Practice for Administrators shall be evaluated on the following Domains:

- Domain 1: School Climate (20%)
- Domain 2: Collaborative Leadership (25%)
- Domain 3: Instructional Leadership (25%)

Certified Evaluations are outlined in Policy 402.00 Certified Evaluations.

Timeline

- Individual Professional Learning Plan (402.00F1) due October 1.
- Self-Evaluation (402.00F2) due January 15.
- Written Evaluation by supervisor due to the District Service Center by May 15.

Observations

Each certificated staff member's evaluation shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1.

Professional Practice for certificated personnel shall be based on the following Domains:

- Domain 1: Planning & Preparation (25%)
- Domain 2: The Classroom Environment (20%)
- Domain 3: Instruction and Use of Assessment (25%)
- Domain 4: Professional Responsibilities (10%)

Classified Evaluations are outlined in Policy 408.73 Evaluation of Classified Employees.

Timeline

- Mid-Year evaluation meeting with supervisor in January.
- Written Evaluation by supervisor due to the District Service Center by May 15.

Observations

Observation and monitoring of the classified employee shall be done in a professional and ethical manner. Performance appraisal will be continuous and may not be limited to items and procedures set for formal evaluations.