BALDWIN-WHITEHALL SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF PROFESSIONAL EMPLOYEES

ADOPTED: APRIL 12, 2006
EFFECTIVE: JULY 1, 2006
REVISED:

412. EVALUATION OF PROFESSIONAL EMPLOYEES

1. Purpose

Evaluation is a continuing process in which the professional employee and supervisor cooperatively identify strengths and weaknesses in the individual's effectiveness as a professional educator.

The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives in order to benefit the district's students.

There shall be a plan for regular, periodic evaluation of all professional employees.

2. Authority
SC 1123

The evaluation plan for professional employees shall be in accordance with the state plan for such purposes or in accordance with a plan approved by the Board.

The Board directs that the district utilize a state approved evaluation system.

3. Guidelines

The objectives of the district evaluation plan for professional employees are:

1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving district goals.
2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving district goals.

The evaluation plan shall:

1. Be uniform throughout the district.
2. Include timely conferences with the employee and evaluator to review and sign each evaluation.
3. Group professional employees into position classes based upon duties, responsibilities, and qualifications (i.e., teachers, educational specialists, etc.); the evaluation process shall be similar for all classes of employees.
4. Provide a procedure for assessing duties and responsibilities other than primary

	functions. 5. Provide a procedure for identifying and commending effective performance and counseling and assisting employees on a professional basis. 6. Provide for evaluation of all professional employees annually.
4. Delegation of Responsibility SC 1123	The Superintendent or designee may prepare procedures for the conduct of employee evaluations which include: 1. Evaluations may be conducted by persons designated by the Superintendent. 2. Establishment of procedures to be used in evaluation. 3. Specification of the form used for evaluations. 4. Method of making and retaining records which ensures that entries are based on observable and verifiable facts, all materials will be held confidential, and the employee has an opportunity to review evaluations and append a written statement. 5. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change. Procedures prepared by the Superintendent or designee shall have the following characteristics: 1. Be clear and unambiguous in intent and language. 2. Establish reasonable standards. 3. Apply in a consistent and uniform manner to all employees in the same class. 4. Be available to employees for review before they are applied. 5. Be reviewed and updated. Each professional employee shall be observed and notified of individual progress and status at least once each year. A written, anecdotal evaluation record of the employee's performance during observations and the employee's total performance as a district employee shall be maintained. A timely conference shall be held between the employee and the evaluating supervisor, during which the employee's weaknesses and strengths are discussed as

School Code 1123	part of the evaluation.