

Todd County School District Policy Regulation: GCOAB-R

**EVALUATION OF SUPPLEMENTAL CONTRACT PERSONNEL:
REGULATION**

Evaluation activities will take place openly and with the full knowledge of the person being evaluated and the evaluator and will be conducted in the following manner:

1. the evaluation shall be conducted according to the policy of the district and through utilization of the appropriate evaluation instruments adopted by the district;
2. all supplemental contract personnel will have received a copy of both the Supplemental Contract Evaluation Policy and the appropriate evaluation instrument;
3. the evaluation will be in writing and acknowledged by the signatures of the person being evaluated and the evaluator at the post-conference;
4. such signatures do not denote agreement with the evaluation;
5. the person being evaluated will receive a copy of all written evaluations; he/she has the right to respond in writing to any part of the observation;
6. any response shall be attached to the observation form and placed in the evaluation file;
7. a pre-conference and a post-conference between the person being evaluated and the evaluator is required for each evaluation period; and
8. any recommendation for non-renewal will not be given without an evaluation.

THE EVALUATION INSTRUMENT

The evaluation instrument should include but is not limited to the following:

1. pre-conference notes--a summary of the pre-conference discussion;
2. activities observed--a summary of those activities observed;

3. evaluator's comments or suggestions--comments or suggestions by the evaluator concerning the observation;
4. response and comments--utilization of one or more listed response options by the person evaluated concerning the observation;
5. employment recommendation; and
6. post-conference notes.

The evaluation instrument will contain the following rating scale, if a scale is used:

Outstanding
Proficient
Average
Requires Improvement
Unacceptable

Observation ratings of "Outstanding" or "Proficient" may include specific statements or explanations. Observation ratings of "Average," "Requires Improvement," and/or "Unacceptable" must be accompanied by written statements of positive actions to be taken by the evaluatee to correct any observed deficiencies and a commitment by the evaluator that assistance shall be available.

In response to observation ratings of "Average," "Requires Improvement," and/or "Unacceptable," the evaluatee must respond in writing to the evaluator in any of the following ways:

1. request additional observations with mutual agreement as to the number of such observations;
2. request the joint setting of instructional goals; and
3. request the confidential assistance of other educators mutually agreed upon by the evaluator and the person being evaluated..

At the time employment recommendations are given, the parts of the evaluation file pertinent to those recommendations shall be available to the board of education. The evaluation file will be maintained for a period of three years following the final termination of an individual employed under a specific supplemental contract. Copies of information in the evaluation file shall be released to potential employers upon written consent of the person evaluated.

ADOPTED: March 11, 1991
REVISED: March 14, 1994
REVIEWED: August 24, 2015