

Personnel - Certificated EmployeesEvaluationStatement of Purpose

The primary purpose of teacher evaluation is to improve the instructional skills of the professional staff and to assure the continued quality performance of the District's professional staff in their assigned duties.

Criteria for Teacher EvaluationStandard 1: Planning and Preparation

- I. Demonstrating knowledge of curriculum standards
- II. Demonstrating knowledge of students
- III. Assessing student learning and Nebraska State Standards
- III. Selecting Instructional Goals
- IV. Designing Coherent Instruction
- V. Integrating Technology

Standard 2: The Learning Environment

- I. Creating an environment of respect and rapport
- II. Establishing a culture for learning
- III. Managing classroom procedures
- IV. Managing student behavior

Standard 3: Instruction

- I. Using the of Principles of Learning
- II. Communicating clearly and accurately
- III. Using questioning and discussion techniques
- IV. Engaging students in learning

Standard 4: Personal and Professional Practice

- I. Contributing to the students, building, and district

- II. Demonstrating appropriate personal qualities
- III. Communicating with families
- IV. Demonstrating professional qualities
- V. Growing and developing professionally
- VI. Maintaining accurate records

Process Used for Teacher Evaluation

All probationary staff members will be observed at least once each semester. Tenured staff members will be observed at a minimum of once per school year. The observation will last one class period (secondary) or for one subject (elementary). More than one observation may be conducted each semester upon request of the teacher or at the discretion of the administrator. The intent of the classroom observation is to assess the instructional performance of the teacher.

After each observation, the observer will conduct a post-observation conference with the teacher. The following topics will be discussed during the conference: the teacher's perception of the lesson, the reinforcement objective (observed strength), possible growth objective (if an observed deficiency exists), ways to correct any deficiencies, and an appropriate timeline for implementing any corrective measures. The teacher will be provided with a written conference summary within 5 school days of the observation conference. All of the points discussed during the conference will be outlined in the conference summary. The teacher will have the opportunity to respond in writing to the conference summary. The conference summary will be signed by both the teacher and the appraiser. The signing of the report by the teacher shall not necessarily mean that they agree with its contents, but only that they have read it. A copy of the report shall be retained in the teacher's permanent file.

Deficiencies noted by the evaluator may be addressed at any conference, not only at the observation conference. The teacher will be given a written description of the incident, expectations of the district, means for correcting the deficiency, and an appropriate timeline for implementing the improvements. The teacher will also have an opportunity to respond in writing to the noted deficiency.

Evaluator Qualifications and Training

All evaluators used in the evaluation of teachers will hold a valid Nebraska Administrative Certificate. The district will be responsible for providing any additional training required to prepare the evaluator to use the district's model for teacher evaluation.

Communication of the Evaluation Process to the Teaching Staff

All teaching staff members will receive a written copy of the district's evaluation procedure at the beginning of each school year. Each building principal will be responsible for providing their staff with the written copy of the evaluation procedure and for any explanation of the procedure.

Certificated Administrative Staff Evaluation

Certificated administrative staff members will be evaluated a minimum of twice yearly for the first three years of employment; and a minimum of once annually thereafter.

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