

DODGELAND SCHOOL DISTRICT
Board Policy Manual

538-Rule

PROFESSIONAL STAFF EVALUATION PROCEDURES

The following procedures shall be used when evaluating all professional school staff personnel. Professional staff include, but is not limited to, classroom teachers, special subject teachers, Title I teachers, reading specialists, gifted and talented teachers, librarians, special education teachers, guidance counselors, social workers, psychologists, speech therapists, physical therapists, occupational therapists, and any other licensed/certified staff employed by the District, excluding administrators who are covered by other district procedures.

1. Evaluation forms based on written, board approved job descriptions shall be developed by the Administration.
2. Written evaluations shall occur at the end of their first year and at least every third year thereafter.
3. A pre-conference is encouraged, but not required, before at least one evaluation.
4. An observation of each staff member's performance shall be completed.
5. A post-conference shall follow each evaluation. A written summary, including the signature of both the evaluator and staff member, is required.
6. The post-conference summary shall include written recommendations addressing areas of performance that meet or do not meet District expectations.
7. A copy of the evaluation shall be provided to each staff member evaluated, with the original placed in the individual's personnel file.
8. If a staff member disagrees with information contained in the evaluation, that staff member may submit a written statement explaining the disagreement. The statement shall be attached to the evaluation placed in the personnel file.

Approved: February 20, 1989
Revised (WASB): April 25, 2011
Revised: March 24, 2014