

PERSONNELTeacher Supervision and Evaluation

The building principal is the primary evaluator of teacher competency and shall be responsible for making yearly recommendation for reemployment to the Superintendent/designee by the end of the first semester. The building principal will, however, involve other administrators in making the decision for reemployment.

It is recognized that the evaluation process is constant and often occurs through informal classroom visitations, teacher meetings, chance contacts, indirect observations, etc.

Minimum formal supervision and evaluation shall occur as follows:

1. The principal or other designated administrator will visit the teacher's classroom to conduct a formal observation at least once every two (2) years or as specified in the general contract.
2. Each year teachers will establish personal goals for self-improvement.
3. The principal will maintain a cumulative record of all pertinent data relating to each teacher. This file, which includes any written evaluative reports, is available for a teacher's review upon request.
4. The Year-End Evaluation form is to be completed by the principal prior to May 15 and submitted to the office of the Superintendent of Schools by June 1 of each school year.

Rule Approved: November 28, 1978
Rule Revised: December 21, 1999
RWD/ems

BOARD OF EDUCATION
D.C. Everest Area School District
6300 Alderson Street
Schofield, Wisconsin 54476