

Joint School District No. 2, Meridian

CERTIFIED STAFF PERSONNEL

Series 400

Policy Title Supervision and Evaluation

Code No. 401.30

SUPERVISION

Supervision is the day-to-day guidance given teachers for the purpose of improving instruction. Improved teacher performance should directly affect pupil achievement and behavior. Improvement of instruction is the prime responsibility of the building administrator. In the large administrative units, the building principal may ask supervisors, assistant principals, and department heads to assist in this assigned task.

Principals are encouraged to visit classrooms as often as possible, making both formal and informal observations of the instructional program. Some, but not all, supervisory visits to the classroom will be announced in advance.

EVALUATION

Evaluation is the summative process of assessing teacher performance and effectiveness during a given period of time. It may be used for the purpose of providing pertinent data for administrative decision-making related to the reappointment, reassignment, promotion or termination of professional staff.

Each formal evaluation shall be based upon a supervisory process that includes a minimum of two (2) informal observations and one (1) formal classroom observation defined as follows:

Informal: no pre/post conference; written feedback to teacher

Formal: pre/post conference; observation covers one entire lesson sequence

Teacher evaluations shall be made in writing on the form approved by the administration. Both the principal and the teacher shall see and discuss the written evaluation.

Should the teacher disagree with the evaluation as written, he/she may write a statement of rebuttal that shall be attached to the evaluation as it is submitted to the school district administration. Teachers may request additional evaluations by district administrative personnel other than the building principal.

Supervision and evaluation in Joint School District No. 2 shall follow the board-adopted process, "Supervision and Evaluation of Teachers."

PERSONNEL RECORDS

Each principal shall keep a personnel file folder on each certificated staff member assigned to his/her building. The purpose of this folder shall be to maintain the following:

1. formal supervisory write-ups
2. copies of commendation letters that have been received or sent
3. complaints by students, parents or patrons
4. copies of evaluation reports submitted to the district
5. any personnel information related to the staff member

A personnel file will be maintained in the district office. Complaints by students, parents, or patrons directed toward a certificated employee shall not become a part of the employee's personnel file unless such complaints have been first reported to the employee involved. The employee concerned shall be given an opportunity to attach written comments, explanations and/or rebuttals to any such complaints. Staff members shall have access to their own personnel file.

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Legal Reference: Code of Idaho
