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| <b>Harrisburg School District</b> | <b>NEPN Code: GCN</b> |
| <b>Policy Manual</b>              |                       |

### **PROFESSIONAL STAFF EVALUATION**

In order to assure a high quality of teacher and administrator performance to advance the instructional programs of the district schools, a continuous program for teacher and administrator evaluation will be established by the Superintendent.

Teachers and administrators will be evaluated on an annual basis. Some evaluations may be in the form of setting job goals, as directed by immediate supervisors.

Evaluations should provide feedback to teachers and administrators noting strengths, as well as areas needing improvement.

The evaluation process will include:

1. An ongoing review of the techniques and procedures for making evaluations. Techniques and procedures that contribute to a teacher's understanding of his or her strengths and weaknesses should be used.
2. Goals and objectives that are understood and agreed upon by the teaching staff and the administration. The criteria should be built around the established educational philosophy, goals, objectives and educational program developed and accepted by the professional staff of the School District. Job specific criteria will be established for classroom teachers, school librarians, and school counselors.
3. Application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

The formal evaluations will be discussed by the evaluator and the teacher. Evaluations will be acknowledged and dated by both parties and incorporated into the personnel files of the teacher.

The evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. When a person's evaluation constitutes "poor performance" for two evaluations, the Board may terminate employment. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty that is observed.

Adopted:

Revised: