

# Evaluation of Certified Employees

## 1. Purpose

Certified employee evaluation in the Fayetteville School District is based on the premise that professional growth is essential for the improvement of employee performance and instruction. Evaluation should be continuous and constructive and should take place in an atmosphere of mutual trust, support, and respect. The process is a cooperative effort designed to encourage productive dialogue and action between and among staff and supervisors. This evaluation program recognizes the individual differences of each person and utilizes an approach that provides maximum opportunities for improvement and growth. Its purpose is to:

- a. improve delivery of instruction for optimal student achievement.
- b. develop and maintain a climate conducive to learning, and
- c. guide the professional development of each employee.

## 2. Notification

By September 30 of each school year, or within one month of later employment, the supervisor will inform each employee in writing of his/her evaluator. The district Notice of Evaluator form will be used for documentation. The evaluator shall be the supervisor of the employee. The supervisor may appoint an alternative evaluator with the approval of the employee.

## 3. Observations

The evaluator shall meet with the employee and will inform the employee of the details of the evaluation process including but not limited to forms to be used and number of observations. Observations may occur at any time after notification of evaluator through March 1. All competency standards shall be observed or documented in some other manner.

## 4. Evaluation Plans

It is extremely important to the new employee and to the school district that the initial employment years in Fayetteville be successful ones. With that intent, the district will provide a more intensive program of evaluation for employees with less than three total year's experience (probationary) or less than one year experience (new employee) in Fayetteville. Probationary and new employees, with the exception of administrators, are required to use the Supervisory Plan of evaluation. Veteran employees may choose this plan for evaluation or the Alternative Plan if approved by the evaluator.

- a. Supervisory Plan – This is the evaluation plan for direct supervision and frequent observations. For probationary and first year employees to the district, observations will consist of at least one 30 minute announced and one 30 minute

unannounced and two shorter visits. The two shorter visits will be unannounced. For veteran employees, observations will consist of at least one thirty-minute period and three shorter visits to be no less than fifteen minutes. The observations may be announced or unannounced at the supervisor's discretion.

b. Alternative Plan – An alternative plan may be used if approved by the evaluator. This model focuses on the development of professional growth plans and the process of carrying out those plans. Alternative plans may be developed by individuals or by groups. They may be developed for one to three year periods and shall be reviewed annually. Goals should be specific, meaningful and directly impact student learning. While official classroom observations are not required under the alternative evaluation plan, evaluators are still expected to conduct periodic visits to the classrooms of those utilizing that plan.

**5. Evaluation Cycle**

Employees choosing the Alternative Plan will be expected to use the Supervisory Plan at least once during a four-year period.

**6. Process Timelines**

The following diagram indicates timelines for the evaluation process:

a. Supervisory Evaluation Plan

Notification of Evaluator by September 30	Evaluator/Evaluated conference by October 15	Observations by March 1.	Summative Conferences by March 30	To Central Office by April 1
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b. Alternative Evaluation Plan

Notification of Evaluator by September 30	Evaluator/Evaluated conference by October 15	Written Mid-Year Report by January 30	Final Report Conference by March 30	To Central Office by April 1
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c. Administrator Evaluation Plan

By September 30, Pre-evaluation conference with supervisor to set goals	By October 15, Administrator communicates goals and evaluation process with staff	September - March Gathering feedback and documentation for portfolio	Final Report Conference by March 30	To Central Office by April 1
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**7. Evaluation Forms**

Each certified employee shall be evaluated annually using the appropriate form(s) that follow.

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