

**EVALUATION OF PROFESSIONAL STAFF**

The Board of Education recognizes that a well-developed and rigorously administered evaluation process is key to securing and maintaining an effective district workforce. The Board views the evaluation of professional staff as an essential growth tool for improving individual performance and the district's overall ability to meet its educational objectives. To these ends, the performance of all professional staff will be reviewed and evaluated at least annually in accordance with the Regulations of the Commissioner. The purposes of teacher and administrator evaluations are:

1. to clarify the duties and responsibilities of staff;
2. to enrich, develop, and improve effective professional skills and performance by:
  - a) informing each staff member of how his or her performance is perceived in relation to the expectations of the district; and
  - b) identifying an individual's strengths and weaknesses;
3. to enhance the instructional program by providing individual staff members with methods by which performance may be improved; and
4. to provide the Board and the Superintendent with accurate and timely assessments of employee performance to enable them to fulfill their legal responsibilities in making personnel decisions, including the granting of tenure or voting disciplinary charges.

As part of its oversight responsibilities for the school district, the Board shall ensure that evaluations are conducted regularly, that the results of the evaluations are thoroughly documented, and that administrators are properly trained to conduct evaluations. The Superintendent is responsible for administering the evaluation process.

Adopted: February 24, 1998  
Revised: December 15, 1998