

Teacher Evaluations

Evaluation of school personnel is a major responsibility of the principal. The principal or designee is to evaluate each employee as indicated for the employment status.

Regular Status Personnel

As noted in the Pacific Union Education Code E11-116, the evaluation of an employee on Regular Status shall be based on the procedures adopted by the local conference board of education and shall include the following:

- A. A minimum of one summative evaluation every other year
- B. The evaluation report shall include data from formal classroom observations conducted by the principal and/or superintendent of schools/designee.

Non-Regular Status, Provisional Personnel

As noted in the Pacific Union Education Code E12-112, competency evidenced by professional evaluation is a condition of continued employment. The evaluation process shall be based on the policies adopted by the local conference board of education and shall consist of the following:

- A. **Required** - A minimum of one written evaluation during the first semester of each year based on supervisory visits by the principal or the superintendent of schools/designee.
- B. **Recommended** – A minimum of two formal classroom observations should be conducted, one each semester. A feedback conference and written evaluation should be conducted, and a written evaluation given.
- C. **Recommended** – At least one summative evaluation should be conducted to include an evaluation conference and a summative document.

Evaluations of part-time teachers should also be completed during the first semester of each school year.

A copy of each written evaluation shall be given to the employee and the superintendent of schools/designee.