

PROFESSIONAL STAFF/TEACHER APPRAISAL
Performance Evaluation Handbook

In Platte County School District #2 the primary goal of supervision is to improve the educational process while the goal of evaluation is to improve educational performance. The principal is responsible for the implementation of this process in his/her school unit.

Continuing contract teachers/support staff will be on full-cycle at least once every three years. A continuing contract teacher/support staff member who is not meeting the district's expectations will be placed on full cycle in consecutive years. A full-cycle is comprised of an orientation conference; pre-observation conferences with lesson plan analysis; formal classroom observations; post-observation (feedback) conferences; supporting data/input which may include informal classroom observations, work samples, student feedback, and input from other job specific data; one summative report/conference; and a professional growth commitment.

Initial contract teachers/support staff in the district will be on full-cycle as defined by the state deadlines.

A mini-cycle will be conducted with all continuing contract teacher/support staff when they are not on full cycle. The mini-cycle will include both formal and informal observations which will usually result from the action plan in the professional growth plan, and a conference by the end of the school year with written feedback.

A copy of all evaluation reports will be submitted to the Superintendent's office. The reports will be signed by both the principal and the teacher to indicate that the teacher has been informed of its contents. The signature of the teacher shall not be construed to mean that the teacher necessarily agrees with the contents. Teachers may attach personal comments regarding the evaluation report if they so desire.

Adopted: 11/14/83
Revised: 06/19/95
Revised: 05/12/08
Revised: 07/18/12