

## Teacher Evaluation

The purpose of the teacher evaluation in Virginia School District #64 is to improve the quality of instruction. In keeping with this commitment to excellence in education, a comprehensive teacher evaluation program has been developed. The goals of this program are to promote professional development, to recognize instructional excellence and to provide support and assistance to teachers in their efforts towards individual growth and development.

Each non-tenured teacher shall be evaluated not less than two (2) times per year and tenured teachers shall be evaluated not less than once every other year.

### Plan for Evaluation

- I. Pre-Formal Evaluation Conference
  - A. Will take place at least one (1) week prior to the first formal visit.
  - B. The purpose of the pre-conference will be to:
    1. Schedule the first classroom observation.
    2. To discuss the evaluation process.
- II. Formal Observation
  - A. The evaluator shall visit the classroom for at least one scheduled observation for a minimum of at least 30 minutes.
  - B. Purpose of the formal observation is to observe, evaluate and document teacher performance.
- III. Informal Observation
  - A. First hand informal observation by the evaluator may be used to aid in determining the final evaluation rating. Any such observation used in determining the final rating shall be documented and placed in the employee's file.
  - B. An informal observation may take place any time during working hours.
  - C. In the event of any unsatisfactory performance during an informal observation, it shall be brought to the attention of the teacher as soon as possible.
- IV. Post Observation Conference
  - A. To be held within five (5) working days after the final formal observation.
  - B. Purpose:
    1. To analyze and discuss the data collected in all informal and formal observations.
    2. To determine the next step in the evaluation process:
      - a. To continue employment without tenure
      - b. Placed on tenure
      - c. Continue with tenure
      - d. Begin remediation process.
    3. Sign evaluation form