

Personnel

SUBJECT: EVALUATION OF PERSONNEL

The administration shall undertake a continuous program of supervision and evaluation of all personnel in the school system in order to promote improved performance and to make decisions about the occupancy of positions.

Instructional Employees

All probationary teachers shall be observed at least twice a year by a department chairperson, supervisor, or principal, and a written report of the observations should be made by at least two persons. Recommendations for continuing appointments of probationary teachers shall be made by the Superintendent of Schools to the Board of Education by March 15 of each year. This date may be postponed for teachers who join the staff after school has commenced.

Recommendations for tenure appointments shall be made by the Superintendent to the Board at least 90 days prior to the end of the probationary period.

All tenured teachers shall be observed at least once a year by a department chairperson, supervisor, or administrator and a written report of the observation shall be filed in the personal folder of the teacher.

A written evaluation of the performance of every teacher shall be made annually by the immediate supervisor and submitted to the Superintendent of Schools by the last school day in June. A copy of each written report of the evaluation shall be provided to the teacher prior to submission. An opportunity shall be provided for a discussion between the teacher and his/her supervisor regarding the report.

Non-Instructional Employees

The Board of Education believes that a system of regular evaluation can be of considerable value to an employee as he/she seeks to perform duties in an effective manner. Accordingly, the Board hereby establishes that each non-instructional employee of the Schalmont Central School District shall receive at least one comprehensive performance evaluation during each school year. These evaluations shall be discussed with each employee and a summary of each conference shall be placed in the employee's confidential folder. A copy of this summary shall be given to each employee.

Evaluations upon which these conferences are based should include consideration of the employee's strengths, as well as areas of relative weakness and should include specific suggestions for any improvement in performance that may be deemed desirable. Opportunity should also be provided for employees to offer suggestions for constructive change.

Non-instructional evaluation shall be made by immediate supervisors as shown in the organizational chart. Where there is dual responsibility both supervisors shall provide evaluation.

8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(o)

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