AR4115 Evaluation/Supervision
Personnel

Status: ADOPTED
December 9, 2014

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

The County Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties.

Frequency of Evaluations

Every certificated unit member, with less than two years of service, shall be evaluated by the MCOE Administration, in writing, once each school year. Unit members, with more than two years of service, shall be evaluated every other year by MCOE administration. Unit members employed by MCOE for eight (8) continuous years of service may be evaluated every five (5) years.

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 60 days before the last scheduled school day of the school year in which the evaluation takes place.

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation.

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file.

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily the County Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The County Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance.

The County Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the County Office's instructional objectives.

Qualifications of Evaluators

The County Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. He/she shall ensure that the evaluator:

1. Possesses a valid administrative credential

2. Is competent in the instructional methodologies used by the teachers being evaluated

3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction

4. Is familiar with district curriculum priorities and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation, and staff development

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