Permanent Status Employees
Evaluation Procedures

Professional Employees Identified for Evaluation
Spring
STEP I

Orientation to Evaluation Process
Spring
STEP II

Parent, Student Surveys - Middle & High School
Parent Surveys - Elementary School
STEP III - Spring

Review Pre-observation Form.
Conduct Observation.
Hold Post Observation Conference
STEP IV

Employee Completes Pre-observation Form
Prior to Meeting.

Evaluator Completes Summary of Conference
Form During or After Conference

Hold Competency/Areas of Emphasis Conference:
(Could be done with Post Conference)
Review Competency Form.
Establish Areas of Emphasis.
STEP V & VI - Date: October 15

Employee Completes Competency Form
Prior to Meeting.
(Self-assessment)

Evaluator Completes Employee Competency
Form with Employee.
Areas of Emphasis Form Completed
(Due October 15)

Hold Mid-Year Evaluation Conference:
Discuss evaluation progress & Areas of Emphasis
Complete Mid-year Evaluation Report.
Date: Within 60 days of the first semester
STEP VII

Complete Mid-Year Evaluation Form
(Due by 60th Day of 1st Semester)

Review Pre-observation Form.
Conduct observation.
Hold Post Observation Conference.
STEP VIII

Employee Completes Pre-observation Form.
Evaluator Completes Summary of Conference
Form During or After Conference

Hold Final Summative Evaluation Conference:
Discuss classroom observations.
Complete Competency Form.
Discuss Areas of Emphasis.
Complete Final Evaluation Form.
Date: Within 60 days of second semester
STEP IX

Evaluator Completes Final Evaluation &
Employee Competency Forms
(Due by 60th Day of 2nd Semester)