

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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PROFESSIONAL STAFF EVALUATION

- I. The primary purposes of evaluation are to improve student learning and instruction and to evaluate the performance of staff members. The process must be one that encourages growth and renewal, challenging all educators to accomplish identified goals. Administrators, responsible for the supervision and evaluation of professional staff members, will inform staff members of the evaluation procedures and instruments to be used.
- II. Procedures and instruments to be used, when applicable, during the evaluation cycle will include, but not be limited to, the following:
 - A. Pre-observation – input from the staff member prior to an observation as to their goals and objectives and how those goals support the overall mission of the building and student learning.
 - B. Formal and informal observations – formal and informal observations and walk-throughs (focused classroom visit or observation for a brief period of time; approximately 3-5 minutes) by the administrator will be scheduled or unannounced.
 - C. Post-conference – this follow-up discussion shares the data collected, evaluates the staff member's performance, and allows for input toward professional development.
 - D. Formal summative evaluation – the formal summative evaluation document is reviewed by the administrator with the staff member. Completed evaluation forms are filed in the individual personnel file in the Superintendent's office.
 - E. Plan of assistance – as necessary, an individualized plan of remediation will be developed by the administrator with input from the staff member. The plan will identify areas of concern and will include improvement recommendations, timelines, resources, and follow up.
- III. The formal evaluation cycle shall include, at a minimum, the following:
 - A. Probationary professional staff – all newly-hired professional staff members will serve a three-year probationary period from the date of hire. During each of the years of probation, the following procedure will be used:
 1. A minimum of two formal observations by the principal or supervisor with written summaries reviewed in a personal follow up conference with the staff member.

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2. During the first semester, the two formal observations will be announced and scheduled ahead of time, and others may take place unannounced along with walk-throughs.
 3. Walk-throughs may take place at any time throughout the school year, which the administrator will choose to be announced or unannounced.
 4. During second semester, a formal summative evaluation will take place based on walk-throughs, the two prior formal observations, and progress on professional development goals followed by a conference with the principal or supervisor.
 5. The above process will be followed for each of the three years of probation.
- B. Non-probationary Professional Staff – once a staff member has completed successful probation, they will be placed on a three-year evaluation cycle, unless the administrator determines the need for more frequent observations and evaluations. The following procedure will be followed:
1. A minimum of one formal summative evaluation during the second semester including the follow up conference.
 2. Announced and unannounced walk-throughs will take place throughout the course of the school year.
 3. The walk-throughs, any formal observations, and the summative evaluation will reflect identified instructional and professional development goals along with professional responsibilities outside of the regular school day.
 4. An additional goal for the evaluation of non-probationary staff members is as follows: The intent is to take the staff member where they presently are and help them move to a higher level of performance.
- IV. District Office administrators will not generally be involved in professional staff evaluations. On occasion, the principal may request their assistance in observing a professional staff member for the purpose of assisting the principal in the evaluation process. When this happens, the staff member will be notified of their involvement.
- V. All original evaluation documentation must be submitted to the Superintendent's Office prior to June 20th of each school year to be placed in personnel files.

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