

**Section 400 – Personnel**  
**Certificated Employees - General**  
**Certificated Employee Evaluation**

**File: 406.08**

Staff development is a cooperative endeavor requiring commitment by both evaluator and the staff member being evaluated and is a matter of importance in providing a quality instructional program for the students in the school district. The primary purpose of teacher evaluation is the improvement of the teacher's instructional performance. In addition, teacher evaluations will be used for, but not limited to, the following purposes:

1. To provide the teacher with objective feedback on his or her instructional practices.
2. To diagnose and solve instructional problems.
3. To assist the teacher in developing skills in using instructional strategies.
4. To assist the teacher in developing a positive attitude related to provisional development.
5. To evaluate the teacher for re-employment or termination.

**Procedure**

To provide a greater understanding of the process and purposes, copies of the evaluation instrument and policies will be given annually to each teacher. The evaluation instrument and policies have been designed to reflect the district's instructional goals.

Pursuant to Nebraska statutes, tenured teachers shall be evaluated at least once formally on a three year rotation. Probationary teachers will be evaluated formally at least twice during each of their first three school years. The formal evaluations will be at least one instructional period long, with the instructional period being a minimum of thirty minutes. Additional evaluation sessions may be necessary to assist a thorough evaluation of the instruction. The purpose of these evaluations does not imply that deficiencies exist. These additional sessions will be at the discretion of the responsible school administrator. The evaluation results will be shared with the teacher and filed in their teacher's confidential file.

**Criteria**

The Holt County School District No. 7 will use an evaluation instrument to evaluate its teaching staff. The instrument shall provide for the evaluation of criteria in the following four categories:

1. Instructional performance.
2. Classroom organization and management.
3. Professional conduct.
4. Personal conduct.

**Conferences**

Following the visitations, whether formal or informal, announced or unannounced, the evaluator will have a post-conference with the staff member evaluated for the purpose of discussing the evaluation. If any deficiencies are noted, a means of correcting them and a time line for implementation of the corrections will be provided in writing with

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teacher involvement. The teacher will be given the opportunity to provide a written response to the evaluation. Signature of both the staff member evaluated and the evaluator will be required as evidence of documentation of the evaluation.

Evaluator In-Service

The superintendent of schools will be responsible for providing the training necessary for use of the evaluation instrument of the school district. The superintendent of schools may also utilize any workshops, college classes, or other activities as provided by the educational service unit, institutions of higher learning, professional organizations, or other organizations in giving the training necessary to utilize the evaluation instrument provided by the school district. All evaluators of the school district shall possess valid Nebraska Administrative and Supervisory Certificates.

Legal Reference:       Neb. Statute 79-828  
                              NDE Rule 10-007.06

Cross Reference:       408.05 Certificated Employee Reduction-In-Force