

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: GCN

EVALUATION OF CERTIFICATED STAFF

The Superintendent of Schools shall establish and maintain a continuous program of teacher evaluation and shall develop rules, procedures, and forms necessary to carry out such evaluation program. The purposes of the evaluation program shall be:

1. To identify and provide recognition for outstanding performance of staff members.
2. To increase and strengthen the quality of instruction by assessing staff performance and utilizing such assessments as a basis for designing in-service activities, possible teacher remediation, and staff development programs.
3. To formulate a recommendation for the retention or dismissal of each staff member that shall be presented to the School Board each year.

The following shall be the minimum requirements of any teacher evaluation program established:

1. The minimum program shall be regular and continuous and shall include a semi-annual evaluation of each non-permanent teacher, an annual evaluation for each semi-permanent teacher, and at least one evaluation in each three-year period of each permanent teacher.
2. Regular reports shall be provided to the Board of School Trustees by the Superintendent, on an annual basis, summarizing the evaluation program, interpreting information gained in the evaluation process in terms of the instructional program, and recommending staff development and in-service training activities designed to improve instruction and increase the quality of teacher performance.
3. The program shall include the development and periodic review of techniques and procedures for conducting evaluations.
4. Evaluation shall be reduced in writing, and a copy of each written evaluation shall be provided to the teacher evaluated.
5. Conferences shall be held between the teacher and the evaluator to discuss evaluations, and when practical, the evaluator or other persons shall make reasonable efforts to offer to the teacher suggestions for improvement of performance.
6. Performance objectives, developed by the teacher's immediate supervisor or other administrator after consultation and input by the teacher, shall be a part of any evaluation program but shall not constitute the sole basis for evaluation.

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