



Making something amazing.

Adopted: 1-7-18

437 EMPLOYEE EVALUATION

I. PURPOSE

The purpose of this policy is to sustain or increase the quality of services that Studio School personnel provide to the community by recognizing that the improvement of instructional programs can be enhanced by the development of a quality staff evaluation program.

II. GENERAL STATEMENT OF POLICY

- A. The School Director/Principal and other designated and lawful personnel have the responsibility of providing supervision and evaluation to all instructional staff under the supervision of the Executive Director. The Studio School will comply with all laws governing the evaluation of instructional staff.
- B. The Studio School shall evaluate the instructional staff for the purposes of:
 - 1. The assessment of the overall school program;
 - 2. Compliance with all applicable laws;
 - 3. Providing a basis for improving instruction;
 - 4. Motivating instructional staff to render their highest level of professional service;
 - 5. Providing a basis for making administrative decisions with regard to retainment, advancement, or termination.
- C. The Studio School shall evaluate non-instructional staff for the purposes of retainment, advancement or termination. Such evaluation shall be performed by supervisory personnel under the supervision of the Superintendent or his designee.

III. EVALUATION CRITERIA FOR INSTRUCTIONAL STAFF

- A. The Studio School shall employ, retain and advance only the most qualified professional personnel. Administration shall continuously evaluate the performance of the staff and shall submit such evaluation in writing to the Executive Director or his designee in such a manner and at such times as may be determined by Studio School Administration.
 - 1. The instructional staff shall be evaluated on the following research based criteria:
 - 2. Classroom Management and Organization
 - 3. Organizing and Orienting for Instruction
 - 4. Implementing Instruction
 - 5. Monitoring Student Progress and Potential
 - 6. Professionalism
 - 7. Subject Specific Qualities

IV. OBSERVATION AND EVALUATION OF INSTRUCTIONAL STAFF

- A. Classroom observations and final evaluation reports are not synonymous. The formal evaluation reports will reflect matters seen and heard during the observations, and will contain the evaluator's knowledge and opinion of factors outside the classroom. The formal evaluation reports are not restricted to things observed by the evaluator, but may contain input from other administrators, staff, parents and students. The staff is not to expect that every observation will be followed by a written evaluation.
- B. Observations may or may not be announced in advance. Staff can expect that administrators may observe them at any and all times of the school year and school day.
- C. Administrators other than the School Director/Principal may be involved in the observation and evaluation of the instructional staff.

V. EVALUATION SCHEDULE

- A. A minimum of one formal evaluation, preceded by a pre-observation meeting and followed by a post-observation conference evaluation between supervisor and teacher must be conducted per academic year.
- B. A minimum of two informal observations and evaluations must be conducted per academic year.
- C. Additional observations and evaluations may be done at the discretion of The Studio School Administration.