

**RULE 10 CERTIFICATED EMPLOYEE EVALUATION POLICIES AND PROCEDURES
Checklist**

The written procedures for the certificated evaluation school board policy includes:

- 007.06A1a** Provide for communicating the evaluation procedure annually, in writing, to those being evaluated

- 007.06A1b** A description of the duration and frequency of observations and written evaluations for probationary and permanent certificated employees
 - Duration of observation for probationary certificated employees
 - Frequency of observations and evaluations for probationary certificated employees
 - Duration of observation for permanent certificated employees
 - Frequency of observations and evaluations for permanent certificated employees
 - Superintendent evaluation twice during the first year of employment and at least once annually thereafter pursuant to §79-828(2)

- 007.06A1c** Contain criteria for certificated employee evaluation which includes:
 - 007.06A1c(1)** instructional performance (applicable to teachers only)
 - 007.06A1c(2)** classroom organization and management (applicable to teachers only)
 - 007.06A1c(3)** personal and professional conduct

- 007.06A1d** Provide for written communication to the certificated employee specifying:
 - (1) deficiencies
 - (2) a means for correcting the deficiencies
 - (3) a timeline for implementing the suggested improvements

- 007.06A1e** Provide for a written certificated employee response to the evaluation

- 007.06A1f** A description of the district plan for training evaluators

- Copies** of the board certificated employee evaluation policy, the evaluation model (procedures), and the board minutes approving the policies and procedures have been submitted.

For NDE purposes only

School: _____

NDE _____ Reviewer: _____

Date Approved: _____