

Rule 10: Certificated Employee Evaluation Policies and Procedures

Checklist

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

- _____ **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 §79-8828(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 teacher specifying:
 - _____ (1) deficiencies
 - _____ (2) a means for correcting the deficiencies
 - _____ (3) a timeline for implementing the suggested improvements
- _____ **007.06A1e** Provide for a written, certified employee response to the evaluation
- _____ **007.06A1f** A description of the district plan for training evaluators
- _____ Copies of the board-certified 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: _____

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