

Staff Evaluations

Evaluation of personnel is an assessment of professional performance and is viewed by the Board of Education as an effective tool in the educational process. The evaluation process is designed to encourage the employee's self-improvement, to improve instruction, and to serve as a basis for sound employment decisions which contribute to high quality education in the district.

Evaluation procedures for teachers/nurses/counselors will be completed in accordance with the handbook between the Board of Education and the Dubuque Education Association.

The formal evaluation criteria is in writing and approved by the board. The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the licensed employee, and filed in the licensed employee's personnel file. This policy supports and does not preclude the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

Licensed employees will be required to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school district's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Use strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competence in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

It is the responsibility of the superintendent or designee to ensure licensed employees are evaluated.

Adopted: July 13, 1981
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