

1 **4031**

2 **Evaluation of Probationary Certified Employees**

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4 A certificated administrator will observe and evaluate each
5 probationary certified employee for a full instructional period once each
6 semester. The administrator will provide each employee with a written
7 list of deficiencies, concrete suggestions for improvement, and sufficient
8 time to improve.

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10 For the purposes of this policy, the terms "actual classroom
11 observation" and "entire instructional period" are defined as follows:

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13 **Entire Instructional Period.** For certified employees
14 whose classes are held during defined periods of time (e.g.,
15 senior high classes), an entire instructional period consists
16 of one such time period. For those whose time periods are
17 not so defined (e.g., elementary classroom teachers), an
18 entire instructional period consists of 40 minutes. The
19 instructional period for those whose work does not
20 necessarily involve continuous instruction for 40-minute
21 periods (e.g., librarians or speech therapists) consists of no
22 less than 40 minutes total during the semester. The entire
23 instructional period for administrators cannot be defined in
24 terms of an instructional period and shall be satisfied by the
25 actual observation of an administrator's work during the
26 semester for no less than 40 minutes.

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28 **Actual Classroom Observation.** Actual classroom
29 observation consists of observing the certified employee in
30 any activities in a classroom setting. When a certified
31 employee does not have classroom responsibility (e.g.,
32 administrators or librarians), the requirement of "actual
33 classroom observation" will be satisfied by observing the
34 certified employee performing activities that are typical of
35 his or her position.

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37 Adopted on: November 13, 2018

38 Revised on: _____

39 Reviewed on: November 13, 2018

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