

EVALUATION OF INSTRUCTIONAL STAFF

Philosophy of Supervision and Evaluation

Supervision and evaluation can encourage and facilitate professional growth while assessing performance. It is a cooperative process with the responsibility for accomplishment shared by teacher and evaluator. The teacher should be an active participant in all phases of the process. Parents' and students' voices can also provide an important dimension in this work.

The Purpose of Teacher Supervision and Evaluation

Supervision is an ongoing process which assists the teacher in delivering quality education for students by providing detailed information on a staff member's current performance level, recognizing strengths as well as noting areas needing improvement, and offering suggestions that are designed to enhance performance.

Evaluation is a summative procedure which assesses individual performance of a teacher over a period of time, identifies the quality of educational practices and teaching performance, and provides detailed information for personnel practices relating to renewal, promotion, assignment, and dismissal.

Formal evaluations shall be made by Principal, Assistant Principal, or other personnel authorized to do so, with a copy returned to the teacher in a timely fashion.

The Superintendent shall maintain a confidential cumulative file of all pertinent data relating to each teacher. This file shall be available for the teacher's review and shall include any statements of disagreement filed by the teacher.

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SANFORD SCHOOL DEPARTMENT