

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE TEACHER EVALUATION:
FUNCTIONS OF
SUPERINTENDENT

ADOPTED: AUGUST 18, 2014

REVISED:

FORMERLY 2110

302.2 TEACHER EVALUATION: FUNCTIONS OF SUPERINTENDENT

1. The Superintendent of Schools shall require all principals to keep an active and continuous file on each teacher to show professional growth or unprofessional conduct.
2. The Superintendent of Schools shall be responsible for the evaluation of instruction offered to students within the school and, with his staff, formulate a program of teacher evaluation which shall maintain that:
 - a. Each teacher in the District shall be observed in the actual teaching situation at least once each semester, with or without prior notice. The observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. All non-tenured teachers shall be observed in a teaching setting at least twice a semester. First year teachers shall be observed monthly.
 - b. The observer shall write a brief report on an official form regarding their visit on semester observations. This report shall include statements of strengths and weaknesses, as well as suggestions for improved teaching.
 - c. Following the observation, the administrator, supervisor, or teacher may schedule a conference to be held not more than ten (10) school days following the observation.
 - d. Each year the Superintendent shall ensure that each teacher is rated on the official rating form issues by the Department of Education or on another form devised by the District and approved by the Department of Education.
 - e. Observations should be primarily concerned with the effectiveness of the instruction being presented.
3. See Policy 3410 for criteria and format of evaluation.

Revised 2/12/01, 11/21/05

