

## **Evaluation of Professional Staff**

In order to assure a high quality of teacher and administrator performance, and to advance the instructional program of NW BOCES, the Board will require regular, periodic evaluation of all professional staff members.

Evaluation of teachers will be made by the principal and administrative director.

The principal and other supervisors will be evaluated by the administrative director.

Not less than two and generally three written evaluations conducted by the principal/administrator shall be made of initial contract teachers. The first written evaluation of initial contract teachers will be accomplished by the last school day in October. A copy of the first written evaluation will be submitted to the administrative director no later than the second Tuesday in November. The second written evaluation will be accomplished by the last school day in January. A copy of the second written evaluation will be submitted to the administrative director not later than the second Tuesday in February. The third written evaluation will be accomplished by the first school day in May. A copy of the third written evaluation will be submitted to the administrative director by the second Tuesday in May.

A minimum of one written evaluation conducted by the principal/ administrator shall be made for continuing contract teachers or as directed. This evaluation shall be made prior to the time that teachers are recommended for contract renewal or termination. A copy of the written evaluation will be submitted to the administrative director by the third Wednesday in March.

Teachers will be provided an opportunity to review all written evaluation reports pertaining to them and comment on the evaluation. Teachers will be asked to sign the evaluation report only to confirm the fact that they have had an opportunity to review the report.

All evaluations and evaluation reports shall be placed in the employee's confidential Personnel file.