

4030 Evaluation of Certified Employees

A certified administrator, with the exception of the local board of education when it is evaluating the director, will observe and evaluate each certified employee who is not yet in their fourth contract year once each year. A certified administrator will observe and evaluate certified teachers in their fourth contract year or beyond not less than every other year.

The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve.

Teachwell will train administrators in evaluation annually through meetings with the Director or other administrator, attendance at regional, state or national workshops, or any other method approved by the Director.

Evaluation Standards. Teachwell will use the minimum evaluation standards aligned with the Danielson framework as required by the South Dakota Department of Education. These standards:

- require teachers to be evaluated using multiple measures;
- serve as the basis for programs to increase professional growth and development of certified teachers; and
- include a plan of assistance for any certified teacher, who is in the fourth or subsequent year of teaching, and whose performance does not meet Teachwell's performance standards.

The evaluation will be written and discussed with the certified employee and signed and dated by both the evaluator and the employee. The teacher's signature only denotes receipt of the written evaluation, not their approval of the evaluation.

Adopted on: 8/15/2023

Revised on:

Reviewed on: