



Boulder Valley School District
File: AFC-1 (Also GCN-1)
Adopted: date of manual adoption
Revised:

Associated Regulation: AFC-1-R

EVALUATION OF PROFESSIONAL STAFF, TEACHERS

The Board recognizes that a thorough, regular appraisal of teaching performance is critical to the realization of District goals. The primary goal of teacher evaluation shall be the growth of individual staff members as well as the strengthening of the school staff as a whole.

Formal evaluations shall be made by the building principal or by other administrative personnel authorized to do so.

Formal evaluations of *probationary teachers* shall be made at least twice a year. Formal evaluations of *tenure teachers* shall be conducted at least once every three years; however, performance appraisal is an ongoing duty of all principals and supervisors and shall not be limited to a specific time or place. Guidelines set forth in negotiated agreements shall be minimum requirements only.

The following general guidelines shall be observed:

1. The Board expects principals and supervisors to exert every effort to encourage staff members to develop their teaching performance to an optimum degree.
2. The Board expects principals and supervisors to devote a substantial amount of time and effort to the appraisal process.
3. Performance appraisal shall be continuous; it shall not be limited to times and procedures set for formal evaluations.
4. Evaluations shall be conducted in a fair and friendly manner. Principals shall make every effort to understand the needs of the teacher and shall provide all possible help when improvement is needed.
5. When a teacher's performance is unacceptable, the principal or supervisor shall:
 - a. Specifically identify areas needing improvement.
 - b. Offer specific suggestions for improvement.
 - c. Give the teacher adequate time to show improvement.

6. All formal evaluations shall be written and dated. The staff member being evaluated shall have the opportunity to review the evaluation with the evaluator, and both shall sign and date the appraisal statement. The Superintendent shall establish channels for the appeal of unfavorable appraisals.

7. If, in spite of good faith efforts by the principal or supervisor, a teacher's performance remains unsatisfactory, the teacher shall be given appropriate notice that nonrenewal or dismissal is likely; all procedures shall be followed and all deadlines met in accordance with the state statutes, applicable portions of negotiated agreements, and the policies of the Board.

Current practice codified 1978

LEGAL REF.: C.R.S. 22-63-101 *et seq.*

AGREEMENT REF.: Teachers' agreement, Section D

CROSS REFS.: GBM, Staff Complaints and Grievances

GCG, Professional Staff Probation and Tenure

GCPD, Suspension and Dismissal of Teachers (And Contract Nonrenewal)

End of File: AFC-1 (Also GCN-1)