

## **EVALUATION OF PROFESSIONAL STAFF**

Evaluation of professional staff is a continuous process; however, formal evaluation will be administered according to the following schedule.

### Teachers

For purposes of this policy, teachers are those certified individuals who are employed in an instructional capacity or as a counselor or librarian.

- Teachers with three (3) or more consecutive complete school years of service at the technology center shall be evaluated at least once each school year.
- Teachers with less than three (3) consecutive complete school years of service at the technology center will be evaluated at least once per school year. At a minimum, these teachers will receive formative feedback at least twice per school year, once during the fall semester and once during the spring semester of each school year.

### Administrators

The superintendent shall be evaluated by the board of education annually pursuant to the district's policy governing the evaluation of the superintendent. Other certified school administrators shall be evaluated annually by the superintendent or personnel designated by the superintendent. A written copy of the evaluation will be provided to the administrator.

Noncertified administrators are not covered by this policy. Noncertified administrators will be evaluated in accordance with the district's practices governing the evaluation of support employees.

### Other

Nothing in this policy shall prevent a formal written evaluation of any professional employee on occasions more often than set forth herein.

All evaluations shall be in writing and the evaluation documents and responses thereto will be maintained in the employee's personnel file.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy. Nothing in this policy shall require as a condition precedent to dismissal of any administrator that a prior written evaluation be made of the employee; provided, however, no action to nonreemploy a certified or noncertified administrator shall occur without a written evaluation of the employee.

Reference: OKLA. STAT. tit. 70 § 6-101.3