

CERTIFIED STAFF EMPLOYEE EVALUATION

CESA #9 certified employees shall be evaluated pursuant to reasonable and uniformly applied evaluation criteria and written evaluation instruments developed for their respective instructional levels, to insure that employee performance is measured consistently by all persons charged with the responsibility for the evaluation.

From the CESA #9 perspective, the primary purpose of an evaluation is to assist employees in providing the best possible service to the school districts of Cooperative Educational Service Agency #9. Classroom visitation shall be one phase of the evaluation process.

For employees, the primary purpose of any evaluation is to improve leadership, performance, holding the employee accountable for his/her performance, and to identify and document instances of positive performance.

Procedure

During the first three (3) weeks of school, CESA #9 shall provide all new employees copies of the policy handbook which addresses employee evaluation.

Every effort should be made to schedule evaluations in advance and at a time agreeable to the employee and evaluator.

First year employees of CESA #9 will receive at least one (1) evaluation.

Each evaluator shall use the same evaluation instrument for each similarly classified employee.

The written evaluation will be reviewed and a copy given to the person being evaluated. After review, the evaluator and employee will sign the evaluation form recognizing the evaluation has taken place and that the follow-up conference or review was held. If the employee objects to some aspect of the evaluation, the employee may file an objection in writing and have it attached to the evaluation report.

A conference concerning the evaluation shall take place within ten (10) days following the evaluation.

Tentative Approval: August 8, 2011

FINAL APPROVAL: September 7, 2011