

- Required  
 Local  
 Notice

## STAFF EVALUATION

The Board of Education believes that the regular, rigorous and meaningful evaluation of staff is necessary to improve the achievement of students and the efficiency of district operations. To this end, the Superintendent of Schools shall be responsible for ensuring that all district employees are evaluated annually and receive additional staff training, if necessary, to improve their skills.

Teachers and buildings principals will receive a composite performance rating as part of the evaluation, in accordance with state law. The composite performance rating will fall into one of four categories: highly effective; effective; developing and ineffective. This composite rating will be made up of multiple measures of effectiveness and will include student performance on state and local tests.

### Administrators

All administrators, including but not limited to building principals, shall be evaluated annually by the Superintendent or designee in accordance with applicable state law, regulation and collective bargaining agreements.

### Professional Employees

All professional employees (teachers, counselors, school psychologists and social workers) shall be evaluated annually in accordance with state law and regulation, as well as any applicable collective bargaining agreement and the district's Professional Performance Review Plan. The plan shall include (a) criteria for evaluating teachers and other professional employees, (b) assessment methods, (c) assurances that quality rating categories/criteria will be used to differentiate professional development, compensation and promotion; (d) how timely and constructive feedback from evaluations will be provided; (e) plans to improve teacher performance for those rated ineffective, and; (f) training for evaluators.

The Assistant Superintendent for Curriculum & Instruction shall collaborate with teachers, pupil personnel professionals, administrators and parents in developing the plan. The Assistant Superintendent for Curriculum & Instruction shall be responsible for selecting those individuals with whom he or she will collaborate in the development of the plan. The group of such individuals shall meet at least once each year.

The Superintendent shall submit the district's Professional Performance Review Plan, with any recommended changes, to the Board at its reorganizational meeting each July. At that meeting, the Board may request that the Superintendent reconsider or reexamine certain aspects

of the plan, in which case, the Superintendent will resubmit the plan at the Board's first regular meeting in August.

The Board will provide members of parent organizations and the president of the teachers' union the opportunity to comment on the plan, prior to its adoption, at a meeting at which the plan is considered. The Board must approve the plan before it becomes effective. The approved plan for each school year will be available in the district offices by September 10 of each year.

Each year, the Superintendent shall provide a report to the State Education Department on information related to the district's efforts to address the performance of teachers rated ineffective.

### Support Staff

Support staff (those staff not required to be evaluated under the Professional Performance Review Plan) shall be evaluated annually in accordance with any applicable collective bargaining agreement and this policy.

The Superintendent shall ensure that all required evaluations take place.

### Appeals

Staff may appeal an evaluation in accordance with negotiated agreements. If the employee is not covered by a negotiated agreement, the appeal process will be governed by policy 9140.1, Employee Complaints and Grievances.

### Training

The Superintendent shall ensure that all supervisors that are required to evaluate staff are provided appropriate and sufficient training in assessment and evaluation, in accordance with state law and regulation.

Cross-ref: 9140.1, Employee Complaints and Grievances  
9700, Staff Development

Ref: Education Law §3012-c  
8 NYCRR § 100.2(o)(2) (Professional Performance Review Plans)

Adoption date: May 14, 2013  
Title Correction: June 18, 2019