Administrative Regulation to
Evaluation of Teachers/Certified Staff

1. Purpose
Certified employee evaluation in the Fayetteville School District is based on the premise that professional growth is essential for the improvement of employee performance and instruction. Evaluation should be continuous and constructive and should take place in an atmosphere of mutual trust, support, and respect. The process is a cooperative effort designed to encourage productive dialogue and action between and among staff and supervisors. This evaluation program recognizes the individual differences of each person and utilizes an approach that provides maximum opportunities for improvement and growth. Its purpose is to:
   a. improve delivery of instruction for optimal student achievement.
   b. develop and maintain a climate conducive to learning, and
   c. guide the professional development of each employee.

2. Notification
By August 31 of each school year, or within one month of later employment, the supervisor will inform each employee in writing of his/her evaluator and Evaluation Track (see section 5) for that particular school year. Additionally, the evaluator will inform the employee of the details of the evaluation process including but not limited to forms to be used and number of observations. The district Notice of Evaluation form will be used for documentation. The evaluator shall be the supervisor of the employee. The supervisor may appoint an alternative evaluator with the approval of the employee.

3. Observations
Observations may occur at any time after notification of evaluation. However, the first formal observation should be completed by the end of the fall semester and all observations will be completed by March 1. Formal classroom observations will be for no less than 45 minutes and informal classroom observations will be for no less than 15 minutes.

4. Evaluation Plans
The district will conduct a summative evaluation for every teacher who is a probationary teacher, a novice teacher, or a teacher who successfully completed intensive support status within the current or immediately preceding school year. For those teachers on a summative evaluation, there must be at least one (1) formal observation and two (2) informal observations.

Once the above requirements have been satisfied, a summative evaluation shall only be required one (1) time every three (3) school years. Nothing shall prevent
an evaluator from conducting a summative evaluation of a teacher more often than one time every three (3) school years. In a school year in which a summative evaluation is not required for a teacher, the teacher shall focus on elements of the teacher’s professional growth plan (PGP), as approved by the evaluator, that are designed to help the teacher improve his or her teaching practices.

5. Evaluation Tracks
The following diagram outlines the evaluation cycle for teachers:
6. **Process Timelines**

The following diagram indicates timelines for the evaluation process:

a. **Summative Evaluation Plan**

<table>
<thead>
<tr>
<th>Notification of Evaluation by August 31</th>
<th>First formal evaluation completed by end of Fall Semester</th>
<th>All observations completed by March 1. Including at least 1 formal (45 min.) and 2 informal (15 min.).</th>
<th>Summative Conferences by March 30</th>
<th>To Central Office by April 1</th>
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b. **Professional Growth Plan & Intensive Growth Plan**

<table>
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<tr>
<th>Notification of Evaluation by August 31</th>
<th>First formal evaluation completed by end of Fall Semester</th>
<th>All observations completed by March 1. Including at least 1 formal (45 min.) and 2 informal (15 min.).</th>
<th>Final Report Conference by March 30</th>
<th>To Central Office by April 1</th>
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<tbody>
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<td>Work through timeline as indicated in the PGP or IGP</td>
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c. **Administrator Evaluation Plan**

| By August 31, Pre-evaluation conference with supervisor to set goals | By September 30, Administrator communicates goals and evaluation process with staff | September - March Gathering feedback and documentation for portfolio | Final Report Conference by March 30 | To Central Office by April 1 |

7. **Evaluation Forms**

Each certified employee shall be evaluated annually using the appropriate form(s).