

Employee Policy #313.2 Professional Staff Evaluations

Purpose:

Professional Staff must be evaluated to determine the quality of effort they are putting into their teaching and to determine how the instructional process is being completed. The School Code provides for evaluations of Instructional I and Instructional II teachers and provides the school with the evaluation instrument.

Guidelines:

- Each Instructional I staff member in the SusQ-Cyber Charter School receives a formal evaluation once each semester and each Instructional II staff member is evaluated at least once each year.
- Instructional I Staff are observed in their classrooms using the observation checklist and a formal evaluation is completed using the PDE 426 evaluation instrument that provides a detailed summative evaluation.
- Every Instructional II staff member is observed using the observation checklist at least once during the year and then they receive a summative evaluation using the PDE 428 at the end of the school year.
- A teacher conference is held to discuss the observations and the PDE 426 or PDE 428 evaluations.
- Both the temporary professional employee and the professional employee sign their evaluation to acknowledge that they have reviewed the evaluation.
- Staff may submit additional comments to be attached to their evaluation if they wish.

Delegation of Responsibility:

The CEO is responsible for overseeing the evaluation of staff.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.