

EVALUATION OF PROFESSIONAL STAFF  
(Teachers)

The purpose of teacher evaluation is to improve instruction through assessing teaching performance and helping teachers improve their approaches to students and instructional abilities. Therefore, principals and others who evaluate teaching performance must provide guidelines, suggest ways to overcome difficulties and give evaluations.

Formal evaluations shall be made by the principal and other administrative personnel authorized to do so.

Formal narrative statements of evaluation for non-tenure teachers shall be written at least twice each year on forms to be provided. The first evaluation shall be completed before November 15, the second by March 1 of each school year.

Formal narrative statements of evaluation for tenure teachers shall be written at least once each year on forms to be provided. The evaluation shall be completed before March 1 of each school year.

The basic procedures in evaluation shall include:

1. The result of all formal conferences and evaluative interviews, with recommendations the teacher might take to improve his performance, shall be recorded in narrative form with copies to the teacher, the principal and the superintendent. Both the teacher and principal shall sign these reports.
2. Following each evaluative interview, the principal and the teacher will discuss matters pertaining to the teacher's professional growth and development.
3. In the event a teacher does not agree with the principal's evaluation, the disagreement may be submitted in writing to the superintendent, with a copy for the principal.
4. The principal shall maintain a cumulative file of all pertinent data relating to each teacher. This file shall be available for the teacher's review and shall include any reports in disagreement made by the teacher.

The principal's satisfactory evaluations, as approved by the superintendent, shall be a prerequisite to the granting of all increases and/or increments in salaries.

Adopted: 6/17/80

LEGAL REF.: 1973

C.R.S. 22-32-12