

**400.7L LICENSED STAFF EVALUATION PROBATIONARY PERSONNEL
EVALUATION PLAN**

- A. WHEREAS, Minn. Stat. 125.12, Subd. 3 (1984) requires school boards to adopt a plan for written evaluation of teachers during the probationary period.
- B. WHEREAS, The Board expects its Administration and Supervisory Staff to help and encourage staff members to develop their teaching personalities and instructional abilities to an optimum degree. Each Building Principal is expected to visit the classroom of each teacher on a regular basis and to offer suggestions and give encouragement.
- C. NOW, THEREFORE, The School Board hereby adopts the following plan for evaluation of probationary teachers.
 - 1. Teachers shall be evaluated in writing at least three times each school year during their probationary period.
 - 2. To the extent possible, the three written evaluations shall occur throughout the school year and not be performed on three consecutive days, for example.
 - 3. The evaluator shall observe the probationary teacher's performance as part of the evaluation process. In the case of a probationary classroom teacher, this shall include at least one classroom visitation for each evaluation. However, the evaluation shall not be limited to the observations in the classroom but shall include other aspects of the teacher's performance.
 - 4. The evaluation shall include, but not be limited to, the probationary teacher's teaching techniques, supervision of students, relationship with students, parents and staff and compliance with school district policies and procedures, and other areas deemed appropriate by the evaluator.
 - 5. The evaluator shall meet with the probationary teacher after written evaluation is prepared to discuss his or her observations and the evaluation.
 - 6. The probationary teacher will be given a copy of each written evaluation and a copy shall be placed in the teacher's personnel file.
 - 7. The purpose of Teacher Evaluation shall be to assist teachers to develop and strengthen their professional abilities through an assessment of their strength and weaknesses. Any deficiency as determined by the Administration, that may cause a recommendation to the school board for contract termination consideration will be one in accordance to current State Law.

Legal Reference: M.S. 122A.40, subd.5