

## PROFESSIONAL PERSONNEL EVALUATION

- A. The purposes of teacher evaluation shall be as follows:
1. To provide each teacher with an appraisal of his professional strengths and weaknesses.
  2. To aid each teacher in overcoming his weaknesses and capitalizing on his strengths.
  3. To provide a basis for self-evaluation.
  4. To bring about a closer working relationship between teachers, principals, and supervisors.
  5. To advance the instructional program through the improvement on the part of staff members of:
    - a. Instructional skills and classroom management
    - b. Personal characteristics
    - c. Professional attitudes and growth
    - d. Relationship with others
  6. To provide a basis for administrative decisions regarding re-employment, offering both protection to teachers against arbitrary decisions and protection to pupils against ineffective teaching.
- B. Evaluation procedures shall be developed by the Superintendent and other members of the Personnel Evaluation Steering Committee as prescribed by the Louisiana Department of Education in a cooperative manner. Evaluation procedures shall implement the following Board requirements.
1. All evaluations will be in writing. An evaluation instrument applying to all teachers shall be used in official evaluations.
  2. All professional personnel shall receive copies of the evaluative instrument.
  3. Each teacher's principal or assistant principal shall be his official evaluator; however, other Central Office supervisors may be asked to assist.
  4. Nontenured personnel shall be evaluated once per year until tenure requirements have been met. An evaluation of each tenured teacher will be made at least once every three (3) years.

5. After each evaluation has been concluded, the evaluator must, within fifteen (15) working days, engage in a post-evaluation conference to discuss the results of the evaluation with the teacher.
  6. Any teacher who has not been performing satisfactorily shall be notified and have developed an Intensive Assistance Plan as per Subsection 6.8 of Personnel Evaluation Plan, Lafayette Parish School System.
  7. The evaluation shall be reviewed and signed by the teacher with the evaluator and shall be treated as confidential material. Teachers shall submit their self-evaluation at the time the evaluation is reviewed. Dates of conferences shall be part of the official record.
  8. A principals shall request the services of a Central Office supervisor for a further evaluation of the teacher's performance whenever results of an evaluation indicate that reappointment of a teacher is in doubt.
  9. Evaluations shall be completed in time for the Board to receive results at the time reappointments are made for the ensuing school year and in sufficient time for the staff member to be duly advised if his dismissal will be recommended.
- C. Evaluation of Central Office Administrators, Principals, Assistant Principals and other Professional Employees.

Refer to Subsection 6.7 of the Personnel Evaluation Plan, Lafayette Parish School System.

Adopted: 6/10/74  
Revised: 9/03/80  
Revised: 10/4/00