

## **PROFESSIONAL PERSONNEL EVALUATION GUIDELINES**

The approved teacher rating scale and observation forms will be included in the Lafayette Parish Personnel Evaluation Plan and School Teacher Handbook. Teachers are to be informed that they will be evaluated regularly on the criteria established on these forms.

Evaluations will be submitted to the Superintendent's office for nontenured teachers by the end of the school year.

It is essential that all evaluations are properly followed up with conferences and supervisory assistance and that complete records are kept.

As supervisor help is extended, the following actions should be taken:

1. Give attention to teacher assignment and placement.
2. Review parish and school policies.
3. Provide leadership for professional improvement.
4. Provide for subsequent formal and informal classroom visitations.

Upon detection of a problem, give attention to the following:

1. Scheduling a conference to discuss the problem with the teacher.
2. Provide suggestions for improvement.
3. Keep written records of conferences and follow-up visits and make them part of the teacher's personnel folder.
4. If the problem is serious, request the services of a central office supervisor to provide another evaluation and assist the teacher.
  - a. The written record of the supervisor's involvement and evidence of his visits should be made part of the teacher's personnel file.
  - b. The principal will file a recommendation when such require his/her action.

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