

TEACHERS, EVALUATION

There shall be an annual formal evaluation by the principal of the teacher's professional performance.

TEACHERS, EVALUATION

In evaluating teachers the principal's responsibility shall be two fold:

Informal Formal

- Informal evaluations shall be accomplished by means of regular "walk-through" in the school and observation of teachers in their daily assigned responsibilities as well as their relationships with students and members of the entire school community. Direct communication with teachers shall be made when problem occur.
- Formal evaluation shall be made at least once a year:
 - a) All teachers newly employed by a principal shall be evaluated within the first ninety calendar days of the beginning of their employment.
 - b) A formal conference shall be held and the diocesan evaluation form used. Principal and teachers will sign this form and send it to the diocesan office of education by June 1. During the formal conference the principal will indicate to the teachers the strengths and weaknesses, he/she has perceived during specific classroom observations as well as within all the other areas contained in the diocesan evaluation form. Areas in need of improvement will be written on the form by the principal. Both principal and teacher will sign the form at the conclusion of the conference and a copy is given to the teacher. The signature of the teacher does not necessarily imply that he/she agrees with the contents of the report.
 - c) The teacher who may disagree with the principal can attach a statement of disagreement to be sent to the diocesan office of education with the evaluation.
 - d) If a teacher resigned during the school year, a final evaluation shall be completed at the time of the resignation date.

TEACHER EVALUATION SUMMARY

(Send to Diocesan School Office by June 1)

Evaluation Summary for: _____

Date: _____ School: _____

Areas of Strength Are:

Areas Which Have Been Improved This Year Are:

Areas That Might Be Included in Future Growth Plans Are:

Date of Supervision Conferences:

_____ 1 _____ 2 _____ 3 _____

This is to certify that we have read and discussed the above evaluation report.

Teacher: _____ Date: _____

Principal: _____ Date: _____