

EVALUATION

TEACHERS AND ADMINISTRATORS

The Caddo Parish School Board believes the quality of teaching and learning is directly related to the performance of all personnel who work in the school district. It is the policy of the School Board to continually monitor and appraise the performance of instructional and administrative personnel in order to maintain performance at the levels essential for effective schools.

The Superintendent and his/her staff shall have the responsibility for developing, monitoring, and maintaining an effective and efficient performance evaluation program in accordance with guidelines as found in *Regulations for Evaluation and Assessment of School Personnel*, Bulletin 130, Louisiana Department of Education. The observation, evaluation and assessment process shall measure the effectiveness of teachers and administrators as to whether they meet the necessary standard of performance.

The process for all observations, evaluations, teacher conferences, and related functions shall be conducted in accordance with state requirements, as well as regulations and other criteria enumerated in the *Caddo Parish School Board Performance Evaluation Plan*. Evaluations shall be conducted annually.

Every effort shall be made by the school system to communicate to position holders the general goals of the system, the specific objectives of the position, the plans which have been made to support the individual as he/she performs his/her role, the standards of performance the system has established, the criteria it will employ in assessing performance, as well as components of an intensive assistance program for addressing those persons determined to be *ineffective*.

Teachers shall not be evaluated based upon the grades (scores) of students with excessive absences regardless to the classification of the absence unless the teacher and the evaluator agree that the student's grades or scores shall be utilized.

Copies of the assessment and evaluation results and any documentation related thereto of any school employee retained by the School Board shall be confidential and shall not constitute a public record, and shall not be released or shown to any person except as provided by state or federal law.

Should a teacher or administrator not agree with his/her rating, he/she may initiate grievance proceedings in accordance with the procedures for resolving conflict adopted by the School Board in accordance with La. Rev. Stat. Ann. §17:3883, as contained in the School Board's performance evaluation plan.

ALL OTHER PERSONNEL

In an effort to improve the level of job production and skill performance of the individual employee, evaluations of support personnel shall be in accordance with the School Board's *Performance Evaluation Plan*. Performance evaluations shall be based on an employee's job classification and the School Board's adopted standards for the work performed.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:3881, 17:3882, 17:3883, 17:3884, 17:3901, 17:3902, 17:3903, 17:3904; Regulations for the Evaluation and Assessment of School Personnel, Bulletin 130, Louisiana Department of Education; Board minutes, 12-13-72, 8-18-93, 4-16-02, 6-18-02, 4-19-16, 2-21-17.