

EVALUATION OF PROFESSIONAL STAFF: **TEACHERS**

Principals are responsible to the Superintendent for the evaluation of all full and part-time teaching staff in their buildings. They may delegate this function to assistant principals and/or department heads who will then be responsible to the principal.

The process of teacher evaluation will be interactive and ongoing and will include:

OBSERVATION - conducted by an evaluator in the teacher's classroom. It may also include pre- and post-observation conferences. A written summary and assessment will be prepared and placed in the teacher's official personnel file. The teacher may attach a statement of reflections or comments.

ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR) - involves an assessment of all aspects of a teacher's professional performance. It should include references to previous observations and evaluations, and should assess progress made toward any previously established goals for performance improvement. A written report will be prepared and placed in the teacher's official personnel file. The teacher may attach a statement or comment to the report.

All criteria and schedules for observations and annual professional performance reviews will be conducted in accordance with the District APPR plan.

Great Neck Public Schools

Adopted: 10/6/86

Amended: 2/10/14