

## EVALUATION OF PROFESSIONAL STAFF

To assure high quality staff performance and to advance the instructional program of the district, a continual program for staff appraisal will be established per negotiated agreement. Regular reports will be made to the Board concerning the outcomes of these appraisals.

A appraisal process will include:

1. An understanding on the part of each staff member of his/her job objectives;
2. A periodic review of job objectives and job performance for each full time staff member in the district;
3. The use of the information gained for planning staff development and inservice training activities designed to improve job performance;
4. Termination if performance is sub par after reasonable effort is made to work with the individual.

All observations and appraisals of teachers will be completed in accordance with the time lines and standards set by the O.R.C. 3319.01 and 3319.111.

The formal appraisal will be written by the staff member's supervisor. It will be discussed by the supervisor and the person being appraised. The discussions may either precede or follow the writing of the appraisal document. Copies of the written document will be signed by both parties and will be incorporated into the staff member's master file. In addition, the individual and his/her supervisor will receive a signed copy. The signature should indicate that the appraisal has been read and discussed.

The written appraisal should be specific in terms of a person's strengths and weaknesses. Those areas in which improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent appraisals should include, but not be limited to, any improvement or to any continuing difficulty observed.

Adopted: July, 1978  
Revised: November 16, 1988  
Revised: December 19, 2007

CONTRACT REF.: See Negotiated Document

Columbia Schools, Columbia Station, Ohio