

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(LOCAL)

**Appraisal System
and Process**

The formal appraisal of District teachers shall be in accordance with a local appraisal system developed in compliance with statutory provisions and state rules.

**General
Requirements**

District teachers shall be appraised annually as specified by the District evaluation system established by the Superintendent and administration. The Superintendent will specify how the evaluation system will be implemented and the timeline for appraisals in an evaluation manual and DNA(REGULATION) prior to the start of each evaluation period.

Components of the appraisal system shall ensure that teachers receive appropriate guidance and feedback and, in addition to the components described in the remainder of this policy, may include, but are not limited to, a written self-assessment, formal and informal observations, classroom walk-throughs, student learning indicators, and conferences. The appraisal process shall produce a summative performance report for the teacher, signed-acknowledged electronically by the teacher ~~and appraiser~~, and maintained as specified in the District's Records Management manual.

Appraisers

~~All teachers shall be assigned a primary appraiser.~~ Appraisers shall be school-based administrators or other individuals who meet eligibility requirements, as specified in DNA(REGULATION), and who have undergone the requisite appraiser training and certification provided by the District.

Certification

Before conducting an appraisal, an appraiser shall be certified by the District. Periodic appraiser recertification and training shall be required.

Annual Training

Teachers shall participate in initial or update appraisal training annually as specified in the evaluation manual.

It is the teacher's responsibility to complete appraisal training annually. Failure to complete the appraisal training shall not impede the appraisal process.

Missed Deadlines

In the event an appraisal deadline is missed by either the teacher or the appraiser, the appraiser shall document the reason in a memorandum to the teacher and a copy shall be sent to the building principal. The appraisal process shall continue. A missed deadline shall not invalidate an appraisal document.

**Application of
Assessment
Systems**

All aspects of the appraisal systems shall be applied consistently and fairly to all employees. When an employee feels that any one of these procedures has been misapplied to them, a dispute may be filed in accordance with the Dispute Resolution Process at DGBA(LOCAL). However, unless the procedure in question was maliciously misapplied, applied in bad faith, or not applied by an

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appraiser, such misapplication or failure to follow the procedures shall not prevent or be any impediment to the Board or the Superintendent changing any employee's employment status under the terms of the employment contracts, if applicable, and state and federal laws.

Complaints

Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's Dispute Resolution Process. [See DGBA(LOCAL)]