

## **GCO—Evaluation of Professional Staff**

### **Leading to Improvement**

The process of evaluation for professional staff members shall lead to improvement of the quality of instruction and the strengthening of the abilities of the professional staff. While the Administrator is encouraged to provide ongoing feedback from informal observations throughout the year, formal observations shall occur at least twice a year and at least 30 days apart from the previous formal observation. The first evaluation shall occur prior to the 15<sup>th</sup> of December, with the second evaluation taking place no sooner than 30 days later.

Certain elements in an effective evaluation process shall be emphasized:

- Evaluation shall be a cooperative endeavor between the Administrator and staff person.
- The agreed-upon purpose of evaluation shall be to work toward common goals for the improvement of education. This shall include attention to student and staff success.
- Evaluation shall be continuous, flexible, and sensitive to need for revision.
- The result of evaluation(s) shall be courses of action for the improvement of instruction. These courses of action shall be set in motion by specific recommendations mutually reviewed by the Administrator and staff person.
- Evaluation shall be considered one aspect of effective leadership, rather than a punitive approach to employee work performances.
- Effective evaluation depends on accurate information; therefore, input from all appropriate sources shall be used.

Evaluation(s) shall be based on, but not limited to:

- Job expectations within the School.
- Instruments for assessment.
- Personal observation.
- Support of the school's strategic goals.