

G-19 EVALUATION

The Superintendent shall establish and maintain a continuous program for the evaluation of the performance of all personnel of the school system. The evaluation of the process for certified personnel will meet the requirements of the State Board of Education.

The Superintendent may, after consultation with appropriate personnel, choose to revise the evaluation instruments. Final approval of any locally developed evaluation instruments and/or revisions remains with the Board.

An evaluation of all non-tenured employees shall be conducted annually.

An evaluation of all tenured certified and non-probationary support personnel shall be conducted at least every third year. The immediate supervisor may choose to evaluate personnel on a more frequent basis.

Copies of the forms to be used in the evaluation will be made available to all employees prior to the initiation of the evaluation process.

Each employee shall be afforded an opportunity to review the results of each evaluation. The employee will be provided an opportunity to submit a written response to each evaluation within ten (10) days and that response shall be included within that employee's personnel file.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama 16-1-30, 36-26-101, Resolution of State Board of Education, I-1-f, January 11, 1990