

Montcalm Area Intermediate School District Bylaws & Policies

3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education through the powers derived from the School Code and other relevant statutes, is responsible, with involvement of professional staff, for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the employee's job performance at least annually while providing timely and constructive feedback
- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth
- C. evaluates an employee's job performance, using multiple rating categories that take into account data on student growth as a significant factor
For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria.
- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 - 1. the effectiveness of employees, so that they are given ample opportunities for improvement
 - 2. promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development
 - 3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
 - 4. removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of January 4, 2010, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

M.C.L.A. 380.1249 (as amended)

Revised 12/9/10

Revised 5/12/11

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