

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.30 - Assessment of Employees

POLICY

The work of each member of the instructional, educational staff professional, supervisory and administrative staff shall be assessed annually.

- (1) The assessment of teachers shall be based on repeated observations of the individual's work by the administrators of the school. The administrators of the school shall complete the standard assessment forms and forward one (1) copy to the Superintendent on dates specified by him. A copy of each employee's evaluation report shall be filed in the District Personnel Office. The Superintendent may assign county staff personnel to assist in the process. The assessment of all employees shall be based on observations of the individual's work by his/her immediate supervisor. All annual contract instructional personnel shall be assessed at least twice during the school year. All professional service and continuing contract personnel shall be assessed once during the school year. The Superintendent shall arrange for the assessment of all principals, supervisors, and administrative personnel as required by law. These assessments will be due in the district office on the dates specified by the Superintendent. Nothing in this section shall be construed to grant a probationary employee a right to continued employment beyond the term of his/her contract. (1012.66 (7))
- (2) Prior to preparing a written report of the assessment, the individual being assessed shall be informed as to the criteria and the procedure to be used.
- (3) The written report of the assessment shall be shown to the employee and discussed with him/her by the person who made the assessment no later than ten (10) days after the assessment takes place.
- (4) A final assessment shall be made when the employee leaves the school system.
- (5) An employee may respond to an assessment in the manner provided by law or other approved procedures.
- (6) The assessment file of each individual shall be confidential until the end of the school year immediately following the school year in which the assessment was made. No assessment prepared before July 1, 1983, shall be made public.
- (7) All aspects of the assessment file of each employee shall be open to inspection at all times by Board members, the Superintendent and the principal, or their respective designee, in the exercise of their respective duties.

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STATUTORY AUTHORITY: 1001.41(2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1012.66 (5), 1012.27 (7), 1012.34, 1008.36 (2), F.S.

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