

EVALUATION – BY WHOM, HOW, WHEN

I. SELF

A. Long Term

This should be a continuous evaluation where a teacher compares his/her goals with accomplishments.

B. Immediate Performance

The tape recorder, A-V recorder, etc should be used to enable the teacher to evaluate his/her present performance.

II. ADMINISTRATOR

A. An evaluation sheet shall be used as a basis for discussion of teacher's long range intentions. Instructor will be given a copy. This shall be done a minimum of twice a year for new teachers, annually for experienced staff.

B. The administration shall not establish any separate personal file which is not available for the teacher's inspection.

C. A teacher may reply with a written response to those evaluation items with which he/she disagrees.

D. Brief informal consultations may follow the evaluation.