

GBH PROCEDURES

EVALUATION OF CERTIFIED AND CLASSIFIED STAFF PROCEDURES

Section I. INTRODUCTION

The administration is responsible for establishing procedures to implement the Evaluation of Certified and Classified Staff Policy. The Office of Human Resources shall coordinate and keep on file all staff evaluations.

Section II: TEACHER EVALUATION

A teacher observation instrument shall be used which measures the level of competence in major instructional skills (i.e., the 16 generic competencies, described in the Mississippi Effective Teaching Skills Program). A minimum level of competence for each teaching position shall be established. The minimum standard set by the district shall and/or not be less than the minimum required for school/district accreditation.

Section III: STUDENT SUPPORT PERSONNEL

An observation instrument shall be used for student support personnel that measures the level of competence of said personnel in implementing major student support skills. These behaviors shall include the development and implementation of a student support program that addresses student and instructional program needs. The behaviors shall further provide for individual and group counseling with students and consultation with parents, teachers, administrators, and agency personnel.

Section IV: LIBRARY MEDIA SPECIALIST

An observation instrument shall be used for library media specialists that measures demonstrated skills in organization and administration of library media resources of the school and support of the instructional program of the school. The observation instrument shall measure the extent to which the media specialist has established the media program as an integral part of the total instructional program.

The following items will be used as indicators of acceptable performance and shall be a part of the measurement instrument:

1. Demonstrates a pattern of regular involvement in instructional planning with administrators and teachers of the school.
2. Serves as resource person in curriculum development and implementation by coordinating purchases with instructional needs and objectives and coordinating instructional television services in such a manner as to complement the instructional management program in the school.

3. Contributes to the development of needs and short-or-long-range goals for the total school program.
4. Consults with and employs teachers' input in selecting and purchasing materials, books, and audiovisual supplies and equipment.
5. Uses the Internet to teach students and impart knowledge.

Section V: ADMINISTRATIVE/SPECIAL ASSIGNMENT PERSONNEL

An administrative evaluation instrument shall be used which measures the level of competence in major performance areas of the Administrative/Special Assignment Evaluation Report. This instrument contains 21 competencies in the following performance areas: leadership, job performance, professional growth, initiative, loyalty, adaptability, interpersonal relationships, management, and school reform. These competencies relate to district reform and change initiatives directed at improving student achievement. A minimum level of competence for each administrative/special assignment position shall be established.

Section VI: EVALUATION COORDINATION

All evaluations shall be coordinated and kept on file by the office of human resources.

SOURCE: Jackson Public School District

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