

HOOVER CITY SCHOOLS TEACHER EVALUATION

- **All non-tenured teachers are in the evaluation cycle each year.**
- **Tenured teachers are in the evaluation cycle every third year. At the beginning of each school year, the principal should determine which teachers are in the evaluation cycle. Each teacher in the current evaluation cycle should be notified by the principal that this is the case.**
- **Each teacher being evaluated should be observed at least twice during the school year. If possible, one observation should be during first semester, and one observation should be during second semester.**
- **At least one of the two required observations should be “unannounced.” In this case the teacher is not aware ahead of time when the observation will be conducted. The other observation may be either “announced” or “unannounced.” The appropriate notation should be made on the observation form.**
- **Observations will typically be conducted by the principal or assistant principal, but may be conducted by a Central Office administrator as appropriate.**
- **Observations beyond the two required ones may be conducted at the discretion of the principal. Reasons why the principal may choose to use additional observations include but are not limited to:**
 - **Variance in the two completed observations.**
 - **Belief that one or more of the observations may not be representative of typical performance.**
 - **Teacher request for additional observations**
- **The “Pre-Observation Form for Certificated Personnel” may be used prior to an observation. This will typically not be appropriate for an unannounced observation.**
- **A “Teacher Observation Form” should be completed by the administrator for each observation completed.**
- **A “Post-Observation Report for Certified Personnel” may be completed for each observation at the discretion of the administrator.**

- **A conference should be held with the teacher and administrator after each observation. The conference should be scheduled as soon after the observation as is practical. At the conclusion of the conference, both the teacher and administrator should sign the observation form. If the “Post-Observation Report for Certified Personnel” was completed, that form should also be signed by both teacher and administrator. The teacher’s signature does not necessarily indicate agreement with the contents of the reports, but simply indicates that the contents of the forms have been reviewed with the teacher. The teacher should be given the yellow copy with the white copy being retained by the administrator for the teacher’s personnel file at the building level.**
- **At some point after all observations have been completed and before the end of the school year, the administrator should complete the “Teacher Evaluation Form” for each teacher in the current evaluation cycle. Information from all classroom observations and all other sources should be used to complete the evaluation form.**
- **An evaluation conference should be scheduled with the teacher for the purpose of reviewing the evaluation for the year. Again, this form should be signed by both the teacher and the administrator. As is true with the observation form, the teacher’s signature does not necessarily indicate agreement with the contents of the evaluation, but simply indicates that the contents of the form have been reviewed with the teacher. The teacher should be given the yellow copy; the pink copy should be retained by the administrator for the teacher’s personnel file at the building level; the white copy should be sent to Central Office for filing in the teacher’s personnel file.**
- **If there are specific areas targeted for improvement, the “Plan for Improvement and Assistance for Certificated Personnel” should be completed cooperatively between the teacher and the administrator. Signatures and distribution of copies are the same as for the observation form outlined above.**
- **After all evaluation conferences have been completed for each teacher in the evaluation cycle for the current school year, white copies of the evaluation forms should be placed in alphabetical order by teachers’ last name and sent to the Personnel Department at Central Office.**