

# **Living and Learning School**

## **Teacher and Principal Evaluation Policy**

### Teacher and Principal Evaluation Policy

A personnel evaluation shall be made of all employees.

#### Procedure

1. Within 3 months of start date.
2. At least once every 3 years thereafter.
3. At initiative of principal or board.
4. Upon employee request.

Each assessment will be based on direct observation and consultation with personnel, providing immediate direction to the employee.

The employee will have an opportunity to discuss the assessment before the report is finalized.

There should be no surprises in the report. Employees should be informed of weaknesses on an ongoing basis providing an opportunity for improvement before the report is written.

An unsatisfactory report requires an employee plan for improvement and an addition evaluation within 3 months.

Report should be submitted to the board and kept in the employee file with an additional copy going to the employee.