

## **Sparta Area School District**

### Article 354 - Supervision of Teaching Staff

Supervision and observation of teachers shall be a top priority in the Sparta Area School District supervision of teaching staff members shall be the responsibility of the Elementary, Middle School and High School Principals and their Assistants, Director of Pupil Services, and the Director of Instruction. The emphasis will be a positive approach designed to commend deserving performance and to assist in improvement where necessary. Non-tenured faculty will be observed a minimum of two times each year during their probationary status. All tenured faculty will be observed a minimum of once every three years. The emphasis will be a positive approach designed to commend deserving performance and to assist in improvement where necessary.

#### **General Evaluation Report:**

The general observation evaluation report shall be completed in triplicate with copies for the teacher, the supervisor and the personnel file.

1st year teachers shall be evaluated the 1st time no later than November 1st of each year.

Non-tenured observation and evaluation reports shall be completed by January 15 of each year.

Tenured observation and evaluation reports shall be completed any time during a school year.

The supervisor shall hold a conference with the teacher evaluated for the purpose of communicating said evaluation accurately and effectively, twice each year.

Whenever a question of continuing employment of a teacher is raised, such question shall normally be raised prior to the end of the first semester and shall follow no less than two (2) conferences between the immediate supervisor and the teacher. A third conference between the Superintendent, supervisor and the teacher shall be held before any recommendation is made to the Board of Education regarding the non-renewal of a contract. Recommendation of refusal to renew a contract shall be considered by the School Board in adherence to all applicable federal and state laws and negotiated agreement with the Sparta Education Association.

Legal Reference:

Cross Reference:

Approved:

Revised: