

EVALUATION OF TEACHERS AND ADMINISTRATORS POLICY

It is the policy of the Board of Education of Tulsa Technology Center to review and evaluate annually all teachers and certified administrators, including the Superintendent. Additionally, the practices and procedures employed in the conduct of evaluations shall be periodically reviewed and modified as needed. Representatives selected by the teachers shall be consulted or involved in the review of the teacher evaluation process.

Evaluation practices and methods employed shall:

1. Be based upon a set of minimum criteria developed by the State Board of Education and may include additional criteria as agreed upon with representatives selected by the teachers;
2. Be prescribed in writing at the time of adoption and at all times when modifications thereto are adopted. The procedures and all modifications shall be promptly made available to all teachers;
3. Provide that all evaluations be made in writing and that evaluation documents and responses thereto are to be maintained in a personnel file for each teacher;
4. Provide that every probationary teacher shall be evaluated at least two times per school year, once prior to November 15 and once prior to February 10 of each year;
5. Provide that every career teacher shall be evaluated not less than once every year, except as otherwise provided by law;
6. Provide that, except for the Superintendent who shall be evaluated by the Board of Education, all certified personnel, including administrators, shall be evaluated by certified administrative personnel designated by the Board; and
7. Provide that all personnel designated by the Board of Education to conduct the certified personnel evaluations shall be required to participate in training conducted by the State Department of Education prior to conducting such evaluations.

Whenever any evaluation is made of a teacher, a true copy of the evaluation shall be presented to the teacher. The teacher shall acknowledge the written evaluation by his/her signature thereon. Within two (2) weeks after the evaluation, the teacher may respond and said response shall be made part of the record. Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be available only to the evaluated teacher, the Board of Education, the administrative staff making the evaluation, the Board and administrative staff of any school to which such teacher applies for employment and such other persons as are specified by the teacher in writing.