

# 406.08 Certificated Employee Evaluation

Monday, March 24, 2025

## CERTIFICATED EMPLOYEE EVALUATION

The Board of Education of Banner County Public Schools believes that effective teaching is necessary to achieve the instructional goals of the district. Effective teaching is assessed by teacher evaluation. The purposes of teacher evaluation in this district are, among other things to: (1) improve instruction; (2) guide staff development activities; and (3) together with other pertinent data and information, to substantiate employment decisions. Teachers shall be evaluated using the written evaluation plan and procedure approved by the Board.

### Procedures Relating to Observation and Evaluation of Probationary Teachers

All probationary teachers shall, during each year of probationary employment, be evaluated at least once each semester, in accordance with the procedures outline below:

The probationary teacher shall be observed and evaluation shall be based upon actual classroom observations for an entire instructional period. If deficiencies are noted in the work performance of any probationary teacher, the evaluator shall provide the teacher in writing at the time of the observation with: a list of all noted deficiencies; specific means for the correction of each noted deficiency, which shall include a list of concrete suggestions for improvement and other assistance in overcoming the deficiencies. The evaluator shall provide the probationary teacher with an adequate timeline for implementing the concrete suggestions for improvement. The evaluator shall conduct follow-up evaluations and provide additional assistance when deficiencies remain.

It is not necessary that all observations be for an entire period, but at least one observation each semester shall be for an entire instructional period. In addition to classroom observations, the evaluator may base his or her evaluation on such other data or information as he or she judges to be relevant in his or her professional opinion.

**Entire Instructional Period Defined.** For those probationary teachers whose classes are held during defined periods of time (e.g., junior and senior high classes), an entire instruction period shall consist of one such time period. For those teacher whose time periods are not so defined, (e.g., elementary classroom teachers), an entire instructional period shall consist of no less than 50 minutes. The instructional period for other certified personnel whose work does not necessarily involve continuous instruction for 50-minute periods (e.g., librarians, speech therapists, or the school nurse) shall consist of no less than 50 minutes total during the semester.

**Actual Classroom Observation Defined.** Actual classroom observation shall consist of observing the teacher in any activities in a classroom setting where applicable. When the probationary teacher does not have classroom responsibility (e.g., librarians or the school nurse), the requirement of "actual classroom observation" shall be satisfied by observing the certified employee performing activities which are typical of his or her position.

#### Procedures for the Evaluation of Permanent Teachers

Each permanent teacher shall be evaluated at least once each year. The evaluator may conduct more frequent evaluations if he or she judges that it is necessary or advisable to do so. The evaluation may be based upon a single actual classroom observation of not less than thirty minutes, or multiple classroom observations totaling no less than thirty

minutes in the aggregate. In addition to classroom observations, the evaluator may base his or her evaluation on such other data or information as he or she judges to be relevant in his or her professional opinion. When the permanent teacher does not have a classroom responsibility (e.g., librarians or the school nurse), the requirements of this paragraph shall be satisfied by observing the permanent teacher performing activities which are typical of his or her position. If deficiencies are noted, the evaluator shall provide the permanent teacher in writing with a list of specifying all noted deficiencies; specific means for the correction of each noted deficiency; and an adequate timeline for implementing the concrete suggestions for improvement.

#### Evaluation Criteria

Evaluation instruments shall be approved by the Board of Education and shall provide for the evaluation of all teachers on the basis of the following criteria:

1. Instructional performance;
2. Classroom organization and management;
3. Personal and professional conduct.

#### Written Response

The evaluator shall provide the teacher, whether probationary or permanent, with the opportunity to provide a written response to the evaluation, and may specify that the written response is to be made within a reasonable specified time following the date on which the evaluation is delivered to the teacher.

#### Evaluation Results

The evaluation results will be filed in each teacher's confidential file by the March Board of Education meeting of the school year evaluated.

#### Evaluators

All evaluators used in the district shall possess a valid Nebraska Administrative certificate and shall be trained to use the evaluation system employed in the district.

The

Superintendent or his or her designee shall conduct the training. Training sessions shall

include, but not limited to:

- 1) A review of the district's teacher evaluation policies and procedures;
- 2) A review of the expectations for evaluation;
- 3) A review of evaluation instruments;
- 4) A discussion of evaluation skills

#### Communication of Evaluation Procedure

This evaluation procedure shall be annually communicated in writing to all probationary and permanent teachers.

The requirements stated in the Negotiated Contract between employees in the certified collective bargaining unit and the board regarding evaluation of such employees shall be followed.

Legal Reference: Neb. Statute 79-828  
NDE Rule 10-007.06

Cross Reference: 408.05 Certificated Employee Reduction-In-Force

Approved July 14, 2014  
Revised

Reviewed November 12, 2018