

SUPERVISORY EVALUATION TRAINING

POLICY:

In order to improve instruction and to meet the requirements set forth in RCW 28A67, the Lake Stevens School District shall implement an evaluation training program for supervisory personnel who have the responsibility of evaluating teachers. That program shall include an annual review of previous training, orientation for new supervisory personnel, required preparatory training, and required continued training.

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PROCEDURES:

1. Annual Review of Training. Each year, on or about January 1, the Personnel Office shall review credentials, transcripts, records, and other documentation of all supervisory personnel to see that they meet the training requirements outlined in this policy. Credentials, transcripts, records, and other documentation of newly hired personnel shall be reviewed to see that they meet the training requirements outlined herein prior to hire.

2. Orientation. All administrators new to the District shall attend a formal orientation session during which they will be given an overview of the District's evaluation program. Instruction at the orientation session will be by lecture, role playing, modeling, and written exercise. The session shall cover at least the following topics:
 - a. the District's evaluation model (See Policy No. 2100);
 - b. the purpose of evaluation;
 - c. assisting teachers in writing performance goals;
 - d. methods of gathering data;
 - e. skills in analyzing and interpreting data;
 - f. conferencing techniques;
 - g. skill development in verbal and written communication;
 - h. writing observation reports;
 - i. writing annual and other evaluations; and
 - j. procedures for probation and nonrenewal.

3. Preparatory Training. All supervisory personnel, as a minimum, shall preparatory train in teacher evaluation. This minimum preparatory training will be met by completion of one of the following: six college credit hours of post graduate work relating to general supervision of instruction or two college credit hours of post graduate work relating specifically to techniques of teacher performance and evaluation or sixteen clock hours of approved workshop training directly related to teacher performance and evaluation.

In order to keep abreast of current techniques and information, these preparatory training hours shall have been completed within ten years of the current school year.

Instructional topics covered during these college classes and/or training workshops shall include the following: characteristics of effective instruction; techniques in communicating and conferencing with staff members; methods of collecting information during observations; methods for analyzing and interpreting information collected; clinical supervision; classroom management; observation techniques; goal setting; writing observations and evaluation reports; techniques in decision making; and methods for carrying out decisions.

4. Continued Training. Each year by the end of October all supervisory personnel shall have a minimum of two hours in-service instruction designed for the purpose of reviewing the District's evaluation model.