

Evaluation Procedures for Exceptional Circumstances

Late in the Year Hire

Options:

- 1) Complete the observations and pre/post conferences prior to Feb. 15th; or
 - 2) Initiate a dialogue with the teacher -- by mutual agreement the administrator may modify the evaluation time table in order to provide more time for the teacher to settle into the school, demonstrate abilities etc.;
- Write a brief memo, identify that the evaluation will be completed by April 25th to allow for an appropriate period of time for the employee to demonstrate their abilities. The teacher and the principal indicate agreement by signing the memo, with a copy to the employee.
 - Retain the agreed upon memo at the school.
 - Insert a statement into the summary of the final evaluation identifying the modification to the evaluation timetable.

Extended Leave, Resignation or Death

Employee will not return

Please insert the following language in the administrator comment section of the Formal Year End Evaluation:

"The evaluation process for name of employee was not completed due to his/her absence from the workplace as a result of his/her leave of absence/resignation/being deceased. For the purposes of this evaluative year the employee has not been at the workplace for a sufficient amount of time to have completed all required components of the evaluations process. For this school year, the employee will not be identified as proficient."

Employee will return to work

Initiate a dialogue with the teacher -- by mutual agreement the administrator may modify the evaluation time table in order to provide sufficient time for evaluation. In all cases, the evaluation should be completed prior to the end of the school year.

- Write a brief memo, identify that the evaluation will be completed by list date to allow for an appropriate period of to complete the required evaluation process. The teacher and the principal indicate agreement by signing the memo, with a copy to the employee.
- Retain the agreed upon memo at the school.
- Insert a statement into the summary of the final evaluation identifying the modification to the evaluation timetable.

Administrative Procedural Errors

Please include the following statement in the administrator comment section of the annual evaluation.

"For the current school year, Employee participated in the ASD evaluation process. Due to procedural errors by the evaluator, the evaluation form was not completed in a timely fashion."

"Employee will be observed in September/October list year. An annual evaluation will be completed during first semester of the following school year."