ALPINE SCHOOL DISTRICT
EDUCATOR'S EVALUATION PROCESS

CHECK LIST

			Date	Educator's Initital
Date: _____	Provisional Educators	Supervisor's Orientation of all educator's assigned	_____	_____
	Assigned a Mentor Educator	Personal Evaluation Conference	_____	_____
	_____ Mentor	Employee received a copy of the evaluation instrument	_____	_____
		Minimum of 15* days		
		Observation periods (reasonable number) (Minimum 2 for prov./prob.)	_____	_____
		Other Evaluation evidence (minimum 1) Self Evaluation Student Evaluation Peer Evaluation Systematic Observations	_____	_____
		Within 15* days		
	Educator needing improvement	Written Evaluation Prepared Evaluation Discussed with Educator	_____	_____
	Written Improvement Plan 1. Identify deficiencies 2. Available resources for improvement 3. Recommended course of action in improve performance			
	30* days between evaluations if a 2nd evaluation is needed	Evaluation revised as needed		

Final copy of evaluation prepared. Copy given to educator.	_____	_____
Educator advised that a written response may be made.	_____	_____
Written evaluation (and educator response) is sent to personnel file	_____	_____
	60 days before end of contract	
Educators not satisfied with their evaluation have the following option		
30* days maximum after the final written evaluation	_____ Date	
Request a review of evaluation	_____ Date	
30* days maximum		
The district superintendent or his designee shall appoint a person, not an employee of the district, who has expertise in teacher or personnel evaluation to review and make recommendations to the superintendent regarding the educator's evaluation. Nothing in this section prevents the educator and district superintendent or his designee from agreeing to another method of review.	_____ Date	

Note: All reference to days will mean calendar days wit the exception of those marked with an asterisk (*). Those marked with an asterisk (*) will mean calendar days excluding board of Education approved holidays

Negotiated: September 13, 1983
Negotiated Revision: October 14, 1986
Negotiated Revision: September 22, 1988