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INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, MN 55076

Plan for Written Evaluations of Probationary Teachers

I. Purpose

The purpose of a plan for written evaluation of probationary teachers is to fulfill the requirements of Subdivision 5 of Minnesota Statute 1222A.40 for written evaluation of probationary teachers.

II. General Statement of Policy

Administrators, supervisors and directors who conduct teacher evaluations are reminded that the primary purpose of probationary teacher evaluation is to nurture and guide teacher growth. A secondary but important purpose is to guide administrative recommendations regarding continued employment.

The administrators, supervisors or directors conducting the evaluations shall follow the procedures listed below in evaluating the performance of probationary teachers.

III. Procedure

- A. The Superintendent or his/her designee is responsible for preparing specific assignments to administrators, supervisors and directors for the evaluation of probationary teachers at the beginning of each school year. The schedule of assignments must include a minimum of three (3) evaluations per year for a probationary teacher performing services on 120 or more school days, a minimum of two (2) evaluations per year for a probationary teacher performing services on 60 to 119 school days, and a minimum of one (1) evaluation for a probationary teacher performing services on fewer than 60 school days.
- B. The performance observations are to be scheduled to allow time for practice and development between observations.
- C. Each observation should span a complete class period when appropriate.

- D. Information is to be collected during the observation. Note-taking is encouraged throughout the observation.
- E. Responsible assigned supervisors are to conduct a performance review conference as soon as possible after each observation. Ideally, the performance review conference should occur on the day of the observation. A maximum of two days is permitted between the day of the observation and the day of the performance review conference. This maximum will provide for observations on Fridays.
- F. Supervisors shall prepare a summary of each performance review conference. The summary is to be signed by the teacher and the teacher observer. The purpose of the signature of the teacher is to verify that the teacher has read the summary. A copy of the written summary is to be given to the teacher and a copy is to be placed in the teacher's personnel file.
- G. Building principals are to submit a written recommendation to the superintendent of schools for each probationary teacher employed in his or her building. Recommendations must indicate: (a) continuation of probationary status, (b) advancement to tenure status, or (c) termination and non-renewal of contract.
- H. The superintendent of schools will make a final recommendation to the school board as to the status of each probationary teacher as described above.

Cross References: Minn. Stat. §122A.40 Subd. 5 Probationary Period
Education Minnesota IGH Master Agreement