

## **RE. 2005-06 CERTIFIED STAFF EVALUATION UPDATE #1**

Periodically this year [Oct., March, & May], you will be receiving informational updates relevant to the evaluation process and benchmark dates as defined in Article V: Evaluation of Certified Staff Employees of the contract. The primary purpose of evaluation is to improve instruction.

By October 1, certified staff being evaluated this school year should have accomplished the following with their respective evaluator:

- ✓ Review of the 5 Performance Expectations [Personal/Professional Growth/Competence, Planning & Instructional Methods, Classroom Management, Collaborative Worker, and Learning Environment]
- ✓ Confirmation of the evaluation process & timeline
- ✓ Completion of the Performance Expectation Radar-gram
- ✓ Mutually agreed upon areas to be addressed when setting goal[s] as confirmed in the written goal[s] plan
- ✓ Review of Goal Attainment Form
- ✓ Completion of Goal Setting Form
- ✓ Mutually agreed upon method of documenting and communicating goal attainment progress

Detailed information related to the performance/evaluation process may be accessed at [http://www.pekin.net/pekin108/human\\_resources/evaluation/index.html](http://www.pekin.net/pekin108/human_resources/evaluation/index.html).