

CLARK COUNTY SCHOOL DISTRICT REGULATION

4322

EVALUATION: EMPLOYEES ON THE TEACHER SALARY SCHEDULE

- I. Administrators may complete an appraisal of an employee's performance at any time. However, the following evaluation appraisals are required:
 - A. Each postprobationary employee shall receive a written evaluation on or before April 15 of each year. The evaluation shall be completed on the appropriate Appraisal Report.
 - B. Each probationary employee shall be evaluated in writing at least three times each year no later than December 1, February 1, and April 1. The evaluation shall be completed on the appropriate Appraisal Report.
 - C. Each probationary employee in a year-round school shall be evaluated in writing at least three times each year no later than December 1, February 15, and July 1.
 - D. The primary purpose of an evaluation is to provide a format for constructive assistance. Evaluations, while not the sole criteria, must be used in the dismissal process.
 - E. Whenever an administrator charged with the evaluation of a probationary employee believes the employee will not be reemployed for the next school year, he/she shall bring the matter to the employee's attention in a written document which is separate from the evaluation no later than February 15. The notice must include the reasons for the potential decision not to reemploy or refer to the evaluation in which the reasons are stated. This notice is not required if the probationary employee has received a letter of admonition at any time during the current school year.
- II. At the beginning of each school year, the supervising administrator shall provide each employee with the procedures to be used for supervision and appraisal of employee performance.
 - A. The following procedures shall be followed in completing employee evaluation appraisals:

1. Principals are expected to make frequent observations and to maintain a log of these observations.
2. A conference shall be held whenever there is a need and prior to placing an evaluation document in the employee's file.
 - a. A copy of such document shall be provided to the employee.
 - b. If the employee wishes to make a written response to the Appraisal Report, the employee must check the appropriate space. The response must be made on a Report of Employee Response.
 - c. When a response has been received, the supervising administrator shall sign the appropriate space on the appropriate Appraisal Report and indicate the date when the response was received.
 - d. If the employee writes a response to an evaluation document, it shall remain with the document so long as the document is on file.
3. Any observation that results in an unsatisfactory written evaluation or direction for change shall be called to the employee's attention in writing within twenty (20) working days after the observation.
4. The employee shall sign the appropriate appraisal or supervisory form as an indication that the employee has read the contents, has had an opportunity to discuss it with the administrator, and has received a copy of the form.
 - a. The signature acknowledges receipt of the form.
 - b. The signature does not indicate that the employee agrees with the opinions or statements made by the administrator.
5. If the employee refuses to sign the form, the employee or the administrator shall indicate the reason for the refusal on the evaluation report. Such refusal may be grounds for disciplinary action.

6. The evaluation of a teacher must, if necessary, include recommendations for improvements in performance. A reasonable effort must be made to assist the teacher to correct any deficiencies noted in the evaluation.

Legal Reference: NRS Chapter 391, Evaluation of Teachers,
Certificated School Support Personnel
Review Responsibility: Human Resources Division
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