

## **SUPERVISION OF CERTIFIED STAFF**

Classroom visits are for several purposes: To keep the administration informed about what is going on in the school program, to observe student conduct and student progress, to encourage the growth and exchange of new ideas in teaching techniques and use of materials, to discover ways and means of coordinating the curriculum, and to evaluate teaching effectiveness particularly as a basis for recommendation for career status in the case of teachers in the probationary period.

The shorter visit does not require a conference since its purpose is to catch a quick glance of a program or to observe a particular student or group in a classroom situation.

The teacher conference, whether or not following a class visit, should serve primarily as a means for exchanging ideas. It should result in the professional growth of both the teacher and the administrator and can do so only if the desire to find a common ground for such growth is present in both suggestions and comments relating to teaching methods and techniques, and within a broader perspective, should lay the foundation for curricular planning.

All certified employees shall be evaluated by an administrator, designated by the board, who possesses an administrative certificate in accordance with state law. Each evaluation shall include, but is not limited to, information based upon actual classroom observation by the evaluator. Any evaluative reference other than actual observation by the evaluator must be identified.