

EVALUATION OF PROFESSIONAL STAFF:
CHILD STUDY TEAM

A. Purpose

1. To provide an opportunity for administrators and Child Study Team (CST) member to discuss objectively the contributions of the CST member to a school program. It is the hope that from such analysis each CST member may become a better employee by knowing his/her own strengths and weaknesses.
2. To provide an opportunity for the administration to plan a better program of supervisory service and staff development.
3. To provide an objective measure by which administrators may make recommendations concerning employment of CST members, granting tenure, and other recommendations to the Board of Education.

B. Guidelines

1. The term "evaluation" shall mean a written report prepared by an administrative staff member who supervises the CST and/or who has an appropriate certificate for the supervision of personnel.
2. Each written evaluation may be followed at the request of either party within a reasonable period of time, but in no instance less 24 hours or more than 15 school days, by a conference between the administrator and the CST member. Both parties to such conference will sign the written evaluation report and retain a copy for his/her records. The CST member shall have the right to submit his/her written disclaimer within ten (10) school days following a conference and such disclaimer shall be a part of all copies of the evaluation.

C. Procedures

1. A copy of the evaluation form and a copy of the Board's policy on Evaluation of Professional Staff/Child Study Team shall be given each CST member at the beginning of his/her employment, at which time the purpose of evaluation shall be discussed with and explained by a member of the administrative staff.
2. CST evaluations shall be arranged according to the following schedule:
 - a. New CST Members: At least three (3) times prior to winter recess and two (2) additional times prior to April 1st.



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- b. Non-tenured CST Members: At least three (3) times prior to April 1st with one prior to winter recess.
 - c. Tenured CST Members: At least two (2) times prior to April 1st with one prior to winter recess.
 - d. All CST members will be advised as to whether or not they will be reemployed prior to April 30th.
- 3. A composite evaluation of the CST evaluations shall be presented to the Board of Education by the Superintendent along with his/her recommendations prior to the regular April meeting of the Board of Education.
 - 4. It shall be the responsibility of the Superintendent of Schools in consultation with his/her CST staff to use and periodically evaluate an appropriate instrument for the evaluation of CST members.

Source: Regular Board Meeting

Date: September 2, 1998