

Taken from the SDACC Education Code, February 9, 2022

PROVISIONAL STATUS

A teacher on Provisional Status shall receive a minimum of two written evaluations annually as follows:

1. A minimum of one written summative evaluation per semester based on a minimum of one supervisory visit by the superintendent of education or designee.
2. An evaluation conference between supervisor and teacher based on each written evaluation stipulated in (1) above.

Note: Copies of each written evaluation shall be given to the teacher and to the principal, and the original shall be kept in the teacher's file at the conference office of education.

REGULAR STATUS

The evaluation of a certificated employee of Regular Status shall be conducted in accordance with the conditions set out below:

1. The number of evaluations and person responsible vary according to position.
 - a. Teachers and head teachers – A minimum of one written evaluation every (2) two years based on a supervisory visit by the superintendent of education or designee.
 - b. Administration, principals, and teaching principals – A minimum of one written evaluation every two (2) years based on a supervisory visit by the superintendent of education.
2. A meeting shall take place between the employee and the supervisor to discuss the written evaluation.
3. Copies of each written evaluation shall be given to the employee. Copies may also be provided to the principal except where prevented by law or policy.
4. Evaluation reports may be shared with the local school board, preK-12 board, or the conference executive committee where necessary or as allowed by governing legislation and regulations.
5. Original copies of the evaluation shall be kept on file at the conference office.
6. The method and instrument of evaluation shall be determined and implemented by the employing organization.

TRANSFER STATUS

The evaluation of a certificated employee on Transfer Status shall include the following:

1. A minimum of one written evaluation during the transfer status period at the new organization based upon their supervisory visit by the superintendent of education or designee.
2. An evaluation conference with the certificated employee by their supervisor based on the written evaluation stipulated in (1) above.
3. Copies of each written evaluation shall be given to the employee and to the principal, when applicable, and the original shall be kept in the teacher's file at the conference office of education. Evaluation reports may be shared with the local school board, preK-12 board, or the conference executive committee subject to local law.

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PROBATIONARY STATUS

The evaluation of an employee on Probationary Status shall be in accordance with the conditions set out below:

1. A written plan of action which includes a minimum of 4 written formal evaluations during the probationary period addressing areas of concern. The action plan will be signed by the employee and the superintendent. Written formal evaluations are to be completed by the superintendent.
2. An evaluation meeting must take place immediately following each evaluation. This meeting shall be attended by the employee and the superintendent. This meeting may be attended by another educator employed by the conference or the SDACC.

Note: Copies of each written evaluation must be dated and signed by both the supervisor and the employee and copies shall be given to the employee and to the principal except where prevented by law or policy. The original shall be kept in the employee's file at the conference office of education.