

EVALUATION OF PROFESSIONAL STAFF

I. Annual Evaluations Required

The Berlin Central School District Board of Education, hereby affirms that pursuant to mandates set forth in the Commissioner's Regulations, and in the interest of ensuring the highest possible performance by the District's professional staff, the performance of all professional staff employed by the District shall be formally reviewed by their immediate supervisor annually. This requirement shall not apply to evening school teachers of nonacademic, avocational subjects, but it shall apply to all other members of the District's administrative and instructional staff.

II. Evaluations to be Written

Evaluations conducted under this policy shall be in written form. Where appropriate, or where called for by a collective bargaining agreement, such evaluations shall be done on forms provided for this purpose.

III. Right to Review and Comment on Evaluation

Each professional staff member who is evaluated pursuant to this policy and who is not a member of a collective bargaining unit, shall, unless otherwise precluded by a duly executed contract of employment with the District, have the opportunity to review her/his written evaluation with her/his evaluator, and to provide written comments about the performance review. Such written comments shall be attached to the review in the employee's official personnel file, which shall be maintained in the District's administrative offices. The absence of such comments shall not preclude the filing of the evaluation document in the employee's personnel file.

IV. Existing Contractual Procedures

Procedures regarding staff evaluation that are stated in an existing collective bargaining agreement shall be followed to the extent that said agreement does not contravene or otherwise violate requirements or mandates found in the Commissioner's Regulations or State law.

References

Education Law Sec. 3031
Public Officers Law Secs. 87 et seq.
8 NYCRR 100.2(o)