

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 315  
CERTIFIED STAFF**

**POST-PROBATIONARY TEACHER EVALUATION**

The Carson City School District Framework for Effective Teaching is on file in the Human Resources Office, in each individual school, and at the State of Nevada's Department of Education.

**Post-Probationary Teachers**

Certified employees who have completed one or two years of probation are considered Post-Probationary for evaluation purposes. Post-probationary teachers are designated as such by the District administrator charged with performing the evaluations of probationary teachers. The evaluator makes this determination on the third evaluation in the probationary teacher's first year of employment.

**Evaluation of Post-Probationary Teachers**

The purpose of the evaluation process is to motivate teachers to do their best, and to improve in those areas, which, in the opinion of the evaluator, need improvement. The evaluation process should be viewed as a means of achieving the highest level of teaching performance.

In accordance with the Professional Practices Act (NRS 391) and Carson City School District Administrative Regulations, the following provisions and procedures are to be followed in the evaluation of teachers:

1. NRS 391.3125 provides that each full-year post-probationary teacher shall be evaluated at least once each year.
2. Each post-probationary teacher is to be evaluated no later than May 1. On or before May 1, teachers are notified of recommendations for renewal or non-renewal of contracts. On or before May 10, teachers must accept contracts or letters of intent if they plan to be re-employed. Failure to sign a letter of intent by May 10 indicates refusal of the offer of employment.
3. The teacher evaluation form will become a part of the teacher's permanent file.
4. A copy of the teacher evaluation form must be given to the teacher within fifteen (15) calendar days of the evaluation. This copy need not be returned to the principal or other evaluator.

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5. The teacher has the right to attach a response to the teacher evaluation form if the teacher desires. This response shall also become a part of the teacher's permanent file.
6. A conference must be held by the principal (or the person designated to evaluate the teacher) to discuss with the teacher the evaluation recorded on the teacher evaluation form. This conference is very important, as this evaluation becomes part of the teacher's permanent file.
7. This conference is also important since it provides an opportunity for the evaluator and the teacher to discuss the teacher's performance and methods for possible improvement, if necessary.

### Time Line for Teacher Evaluations

#### **NO LATER THAN....**

- May 1: Post-Probationary teacher evaluations are to be completed. Evaluation forms are to be returned to the Human Resources Office.
- Teachers are notified of recommendations for renewal or non-renewal of contracts.
- May 10: Teachers must accept or reject contracts or letters of intent to re-employ. Failure of a teacher to sign his/her letter of intent by May 10 indicates the rejection of the offer of employment.

Adopted: May 10, 2006