

## Performance Evaluation

The Principal or designee shall formally evaluate an employee's job performance and assess how satisfactorily he/she is performing the responsibilities of his/her position. Annual evaluations will be based upon the **SIGSBEE PERFORMANCE EVALUATION and DEVELOPMENT SYSTEM (SPEDS)** – see staff evaluation.

Data used in the evaluation is gathered from formative and summative assessments, attendance records,, meetings with the principal, discussions with instructional coaches, participation in professional development opportunities and formal and informal observations, including —walk-throughs, rounds, and anecdotal records. The employee has the right to know the date and time of any formal observation.

Performance evaluation is an important factor in continued employment. If an employee does not agree with a performance evaluation, he/she must submit a written response to the Principal/Administrator addressing any relevant issues within fourteen (14) days of receiving the evaluation. The employee has the right to meet with the Principal within thirty (30) days of receiving the evaluation to discuss the final evaluation and request an explanation or reconsideration. The performance evaluation and any written response an employee may submit will be included in the employee's permanent personnel record.

### Professional Development

All employees are required to engage in continued professional development and keep all certifications current. It is the employee's responsibility to know and adhere to all certification requirements and to attend all required professional development activities.

Professional development activities will be posted on the staff calendar and through My Learning Plan.

Continued education at institutes of higher education or in certain approved organizations may contribute to an employee achieving a higher rate of compensation. Workshops and seminars are periodically offered by the Sigsbee Charter School at no or low cost during designated professional development days or after normal school hours. Professional Development meetings taking place during contracted hours are required. Appointments, conferences and meetings should *not* be scheduled during these times.