



# NEBRASKA

## DEPARTMENT OF EDUCATION

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August 2018

### **Guidance for the Review and Approval of District Evaluation of Certificated Personnel**

State Statute §79-318

State Statute §79-828

Any changes to district certificated employee evaluation policy or practices must be submitted for review and approval by the Nebraska Department of Education (NDE) Office of Accountability, Accreditation, and Program Approval. Official approval of changes to certificated employee evaluation policy and practices should be secured prior to implementation of the changes within the district, which includes any pilot activities that might be embedded within broader district certificated employee evaluation policy or practices.

This guidance outlines procedures for submitting a request for review and approval by the NDE Office of Accountability, Accreditation, and Program Approval.

- Use the following checklist to review Rule 10 requirements for certificated employee evaluation policies and procedures.
- Send an email review request for any revised evaluation policies with significant updates highlighted or explained in a brief narrative to the NDE Office of Accountability, Accreditation, and Program Approval at ([nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov)).
- Send an email review request for any revised evaluation procedures with significant updates highlighted or explained in a brief narrative to the NDE Office of Accountability, Accreditation, and Program Approval at ([nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov)).
- NDE Accreditation Consultants will respond by indicating approval or with an explanation of necessary adjustments to meet Rule 10 requirements.
- Upon completion of the NDE review, secure approval by the local district Board of Education.
- Send the Board of Education minutes indicating the approval of the updated system to the NDE Office of Accountability, Accreditation, and Program Approval at ([nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov)).
- NDE Consultants will send a formal letter of approval upon receiving the Board of Education minutes.
- All approved district certified employee evaluation policies and procedures are maintained at the NDE.

Please contact the NDE Office of Accountability, Accreditation, and Program Approval with any questions.



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### RULE 10 CERTIFICATED EMPLOYEE EVALUATION POLICIES AND PROCEDURES Checklist

The written procedures for the certificated evaluation school board policy includes:

- 007.06A1a** Provide for communicating the evaluation procedure annually, in writing, to those being evaluated
- 007.06A1b** A description of the duration and frequency of observations and written evaluations for probationary and permanent certificated employees
  - Duration of observation for probationary certificated employees
  - Frequency of observations and evaluations for probationary certificated employees
  - Duration of observation for permanent certificated employees
  - Frequency of observations and evaluations for permanent certificated employees
  - Superintendent evaluation twice during the first year of employment and at least once annually thereafter pursuant to §79-828(2)
- 007.06A1c** Contain criteria for certificated employee evaluation which includes:
  - 007.06A1c(1)** instructional performance (applicable to teachers only)
  - 007.06A1c(2)** classroom organization and management (applicable to teachers only)
  - 007.06A1c(3)** personal and professional conduct
- 007.06A1d** Provide for written communication to the certificated employee specifying:
  - (1) deficiencies
  - (2) a means for correcting the deficiencies
  - (3) a timeline for implementing the suggested improvements
- 007.06A1e** Provide for a written certificated employee response to the evaluation
- 007.06A1f** A description of the district plan for training evaluators
- Copies** of the board certificated employee evaluation policy, the evaluation model (procedures), and the board minutes approving the policies and procedures have been submitted.

For NDE purposes only

School: \_\_\_\_\_

NDE

Reviewer: \_\_\_\_\_

Date Approved: \_\_\_\_\_