

E.C.S.D. ADMINISTRATIVE REGULATION

EVALUATION OF SCHOOL DISTRICT EMPLOYEES

A. Licensed Personnel

The primary purpose of the evaluation procedure herein set forth shall be the improvement of professional performance to ensure quality education in Eureka County Schools.

Elected teacher representatives or their designees will be consulted and involved in the development of teacher evaluation forms.

At the beginning of each school year, the supervising administrator shall provide a certified employee with the procedures to be used in evaluating employee performance.

B. Probationary Licensed Personnel - Teachers

A probationary employee is employed on a contract basis for three one-year periods and has no right to employment after any of the three probationary contract years.

A probationary teacher must receive one evaluation during each school year of their probationary employment. The evaluation must be based in part upon at least three scheduled observations of the teacher during the first school year of their probationary period as follows:

- 1) The first scheduled observation must occur within 40 days after the first day of instruction of the school year;
- 2) The second scheduled observation must occur after 40 days but within 80 days after the first day of instruction of the school year; and
- 3) The third scheduled observation must occur after 80 days but within 120 days after the first day of instruction of the school year.

The evaluation of a teacher at a school designated as a turnaround school must not include an evaluation of the performance of pupils enrolled in the school for the first and second years after the school has been designated as a turnaround school.

If a probationary teacher receives an evaluation designating their overall performance as effective or highly effective during the first school year of their probationary period, the evaluation during the second school year of the probationary period must be based in part upon at least two scheduled observations of the teacher which must occur within the times specified in paragraphs (2) and (3) above.

If a probationary teacher receives an evaluation designating their overall performance as effective or highly effective during the first and second school years of their probationary period, the evaluation during the third school year of the probationary period must be based in part upon at least one scheduled observation of the teacher which must occur within 120 days after the first day of instruction of the school year.

If a probationary teacher receives an evaluation designating their overall performance as minimally effective or ineffective during the first or second school year of the probationary period, the probationary teacher must receive one evaluation during the immediately succeeding school year which is based in part upon three observations which must occur in accordance with the observation schedule set forth in paragraphs (1), (2), and (3) above.

C. Probationary Licensed Personnel – Administrators

A new employee or post-probationary teacher who is employed as an administrator shall be deemed to be a probationary employee and must serve a three-year probationary period as an administrator.

The evaluation of an administrator at a school designated as a turnaround school must not include an evaluation of the performance of pupils enrolled in the school for the first and second years after the school has been designated as a turnaround school.

A probationary administrator must receive one evaluation during each school year of his or her probationary employment. The evaluation must be based in part upon at least three scheduled observations of the probationary administrator during the first school year of his or her probationary period which must occur in accordance with the observation schedule set forth for probationary teachers.

If a probationary administrator receives an evaluation designating their overall performance as effective or highly effective during the first school year of their probationary period, the evaluation during the second school year of the probationary period must be based in part upon at least two scheduled observations of the administrator which must occur within the times specified in paragraphs (2) and (3) of subsection a. (Teachers) of the observation schedule set forth for probationary teachers.

If a probationary administrator receives an evaluation designating their overall performance as effective or highly effective during the first and second school years of their probationary period, the evaluation during the third school year of the probationary period must be based in part upon at least one scheduled observation of the teacher which must occur within 120 days after the first day of instruction of the school year.

If a probationary administrator receives an evaluation designating their overall performance as minimally effective or ineffective during the first or second school year of the probationary period, the probationary administrator must receive one evaluation during the immediately succeeding school year which is based in part upon three observations which must occur in accordance with the observation schedule set forth in paragraphs (1), (2), and (3) of subsection a. (Teachers) of the observation schedule for probationary teachers.

D. Probationary Licensed Personnel - Notice of Reemployment

The board shall notify each probationary employee in writing during the first, second and third school years of the employee's probationary period whether the employee is to be reemployed for the second or third year of the probationary period or for the fourth school year as a post-probationary employee. Such notice must be provided on or before May 1 (or, on or before May 15 of an odd-numbered year so long as the board notifies the employee of the extension by April 1). The employee must advise the board in writing of the employee's acceptance of reemployment on or before May 10 if the board provided its notice on or before May 1 (or, on or before May 25 if the board provided a notice of an extension by April 1). Failure of the board to notify the probationary employee in writing on or before May 1 or May 15, as applicable, in the first or second year of the probationary period does not entitle the employee to post-probationary status.

If a probationary employee is assigned to a school that operates all year, the board shall notify the employee in writing, in the first, second and third years of the employee's probationary period, not later than 45 days before his or her last day of work for the year under his or her contract whether the employee is to be reemployed for the second or third year of the probationary period or for the fourth school year as a post-probationary employee. Failure of the board to notify a probationary employee in writing within the prescribed period in the first or second year of the probationary period does not entitle the employee to post-probationary status. The employee must advise the board in writing within 10 days after the date of notification of his or her acceptance or rejection of reemployment for another year. Failure to advise the board of the employee's acceptance of reemployment pursuant to this subsection constitutes rejection of the contract.

A probationary employee who completes his/her three-year probationary period, receives a designation of "satisfactory" on each of his/her evaluations for two consecutive school years and receives a notice of re-employment from the District in the third year of his/her probationary period is entitled to be a post-probationary employee in the ensuing year of employment.

D. Probationary Licensed Personnel - Notice of Non-Reemployment

If a probationary employee is notified that the employee will not be reemployed for the school year following the three-year probationary period, his or her employment ends on the last day of the current school year. The notice that the employee will not be reemployed must include a statement of the reasons for that decision.

If a probationary employee receives notice that he/ she will be dismissed before the completion of the current school year, the probationary employee may request an expedited hearing pursuant to the Expedited Labor Arbitration Procedures established by the American Arbitration Association or its successor organization.

E. Post-probationary Licensed Personnel - Teachers

If a post-probationary teacher receives an evaluation designating his or her overall performance as effective or highly effective, the post-probationary teacher must receive one evaluation in the immediately succeeding school year. The evaluation must be based in part upon at least one scheduled observation which must occur within 120 days after the first day of instruction of the school year.

The evaluation of a teacher at a school designated as a turnaround school must not include an evaluation of the performance of pupils enrolled in the school for the first and second years after the school has been designated as a turnaround school.

If a post-probationary teacher receives an evaluation designating his or her overall performance as minimally effective or ineffective, the post-probationary teacher must receive one evaluation in the immediately succeeding school year which is based in part upon three observations which must occur in accordance with the observation schedule set forth for probationary teachers. If a post-probationary teacher receives evidence from the first two observations during the school year indicating that, unless his or her performance improves, his or her overall performance may be rated as minimally effective or ineffective on the evaluation, the post-probationary teacher may request that the third observation be conducted by another administrator.

A post-probationary teacher who receives an evaluation designating his or her overall performance as “minimally effective” or “ineffective” for two consecutive school years shall be deemed to be a probationary employee and must serve an additional probationary period.

F. Post-probationary Licensed Personnel - Administrators

If a post-probationary administrator receives an evaluation designating his or her overall performance as effective or highly effective, the post-probationary administrator must receive one evaluation in the immediately succeeding school year. The evaluation must be based in

part upon at least one scheduled observation which must occur within 120 days after the first day of instruction of the school year.

The evaluation of an administrator at a school designated as a turnaround school must not include an evaluation of the performance of pupils enrolled in the school for the first and second years after the school has been designated as a turnaround school.

If a post-probationary administrator receives an evaluation designating his or her overall performance as minimally effective or ineffective, the post-probationary administrator must receive one evaluation in the immediately succeeding school year which is based in part upon three observations which must occur in accordance with the observation schedule set forth in paragraphs (a), (b), and (c) of the observation schedule for probationary teachers. If a post-probationary administrator receives evidence from the first two observations indicating that, unless his or her performance improves, his or her overall performance may be rated as minimally effective or ineffective on the evaluation, the post-probationary administrator may request that the third observation be conducted by another administrator.

G. Post-Probationary Licensed Personnel - Notice of Reemployment

The board shall notify post-probationary employees in writing, by certified mail or by delivery of the employee's contract, concerning their reemployment for the ensuing year. Such notice must be provided on or before May 1 (or on or before May 15 of an odd-numbered year so long as the board notifies the employee of the extension by April 1). If the board, or the person designated by it, fails to notify a post-probationary employee who has been employed by a school district of the employee's status for the ensuing year, the employee shall be deemed to be reemployed for the ensuing year under the same terms and conditions as he/she is employed for the current year.

As provided in NRS 391.31965, if a post-probationary employee of a school district or charter school in Nevada voluntarily leaves his/her employment and within five years after the date on which s/he left that employment, is employed in a position that is comparable to the position in which s/he attained his/her post-probationary status, s/he will be allowed to continue as a post-probationary employee and must not be required to serve a probationary period. This provision does not apply to a post-probationary employee who voluntarily left his/her employment during the pendency or a proceeding for his/her suspension, demotion, dismissal, or refusal to reemploy.

Reference: NRS 391.3125, NRS 391.3197, NRS 391.31965, NRS
391.3129

ADOPTED: 07/28/92
REVISED: 4/16/19