

EMPLOYEE EVALUATION DATES

Personnel in the Portsmouth City Public Schools will be evaluated in accordance with the Performance Assessment System (PAS) adopted by the Portsmouth City School Board. Personnel responsible for specific evaluations are requested to discuss with those employees to be evaluated the purpose, procedure and results of the evaluation.

Please observe the following schedules and procedures for evaluating teachers in the Portsmouth City Public Schools:

1. All teachers new to Portsmouth City Public Schools are evaluated a minimum of three times per school year. Evaluations are due in the Human Resources Office on or before:

- A. The first Friday in November**
- B. The second Friday in December**
- C. The third Friday in February**

2. Teachers with annual contracts who are in their second or third years of teaching are evaluated a minimum of two times per year. Evaluations are due in the Human Resources Office on or before:

- A. Second Friday in November**
- B. Second Friday in February**

3. Teachers on continuing contract are evaluated formally a minimum of one time every three (3) years. Tenured teacher evaluations are due in the Human Resources Office on:

The third Friday in May.

4. The Human Resources Office will send individual evaluation forms to each school for teachers scheduled to be evaluated.

4. NON-RENEWAL OF CONTRACT -- If a teacher is being recommended for non-renewal of contract, please submit evaluation forms and supporting documentation to the Human Resources Office by:

The first working day in February.

5. The principal and/or supervisor are requested to sign all evaluations of the employees whom he/she supervises.

6.

(continued)

Please submit the evaluation forms to the Human Resources Office for the following listed categories of personnel as follows:

1. **Supervisors Fourth Friday in May**
Educational Specialists
Psychologists
Speech, Hearing and Sight Therapists
Visiting Teachers
Physical and Occupational Therapists
2. **Assistant Principals..... Fourth Friday in May**
3. **Principals..... See Principals' PAS System Handbook**
4. **Directors..... Fourth Friday in May (or as determined**
Assistant Superintendents by the Superintendent)
5. **Coordinators and Other Managers..... Fourth Friday in May**

Evaluation forms for the following personnel will be submitted to the Department of Human Resources on or before the **fourth Friday in May**.

1. **Secretarial Staff**
2. **Paraprofessionals and Study Hall/In-School Suspension Monitors**
3. **Nurses**
4. **Bus Drivers and Monitors**
5. **Maintenance and Custodial Staff**
6. **Cafeteria Staff.**

Note: ADDITIONAL FORMAL PAS EVALUATIONS BEYOND THOSE MENTIONED IN THESE PROCEDURES MAY BE COMPLETED AS NECESSARY BY THE PRINCIPAL/SUPERVISOR.