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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

**FROM:** DON LEWIS LYNN, JR.  
ASST. SUPT./HUMAN RESOURCES

**SUBJECT:** INSTRUCTIONAL AND ADMINISTRATIVE EVALUATION MANUAL  
REVISIONS

**DATE:** 06/04/2013

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The attached documents are the revised manuals to be used for the 2013-2014 school year for instructional personnel and administrators. The major changes include:

1. Rewriting of the overview section (pages 6-14 for instructional and pages 7-13 for administration). We have included screen shots from PGS to make the document more user friendly.
2. As part of the instructional evaluation we have added an employee self-assessment (this was already part of the administrative evaluation). This addition caused us to reorder the number of sections of the evaluation.
3. The Professional Development Plan was rewritten and redesigned (pages 160, 161 of instructional, and pages 172, 173 of administrative). These plans are basically the same for both instructional and administrative employees.
4. The observation rubric used by administrators when observing teachers has been rewritten and more specific language included (pages 55-56 of the instructional evaluation).

These changes have been agreed to by both administration and SRPE. If you have any questions, please contact Lewis Lynn at 983-5030.