

Staff PersonnelFormal Evaluations of Staff Personnel

- 410.1 Purposes. The purposes of formal evaluations are to improve the performance of the employees, to provide written documentation of the level of performance and to provide a basis for employment decisions, including termination of employment, if necessary.
- 410.2 Evaluators. The Board of Directors shall be responsible for the formal evaluation of the superintendent of schools. The superintendent of schools shall be responsible for the formal evaluation of the other administrators and of the supervisors. Noncertificated employees and certificated employees of the District (other than administrators and supervisors) shall be formally evaluated by the administrative or supervisory staff of the District. Nothing in this policy shall preclude the use of self evaluations, peer evaluations or evaluations by non-District personnel as supplementary methods of evaluation. Further, the evaluator may utilize relevant information from other individuals in conducting evaluations.
- 410.3 Procedures.
- 410.3(1) Certificated employees other than administrators and supervisors shall be evaluated in accordance with the procedures set forth in the negotiated agreement with their bargaining representative. The Board shall approve any changes to the evaluation instrument or criteria for evaluation.
- 410.3(2) Superintendent. The Board will formally evaluate the superintendent at least once each year. The superintendent shall be evaluated on a form adopted by the Board. The superintendent shall be evaluated on how effectively he/she performs the duties of the job description for the superintendent of schools. A copy of the completed evaluation form shall be given to the superintendent. He/she may respond orally or in writing within fourteen (14) calendar days of receipt of the form. Any written responses will be placed in the superintendent's personnel file with the written evaluation.
- 410.3(3) Other Administrators and Supervisors. Other administrators and supervisors shall be formally evaluated at least once annually. The superintendent shall be responsible for establishing an evaluation instrument to be used; the instrument shall be approved by the Board. The administrators and supervisors shall be evaluated on how effectively they perform the duties of their job descriptions. Copies of completed formal evaluations will be given to the evaluated administrator or supervisor. The evaluated administrator or supervisor may respond orally and/or in writing within fourteen (14) calendar days of receipt of the form. Any written responses will be placed in the employee's personnel file with the written evaluation.
- 410.3(4) Noncertificated Employees. Noncertificated employees, except temporary employees, shall be formally evaluated on a schedule set by the superintendent of schools, utilizing evaluation instruments developed by the

administrative staff. Noncertificated employees of the District shall be evaluated utilizing the following criteria:

- a. Knowledge of all required duties of the position.
- b. Completion of assigned work.
- c. Quality of work.
- d. Quantity of work.
- e. Work habits.
- f. Dependability.
- g. Attendance and punctuality.
- h. Attitude.
- i. Ability to work with others.
- j. Initiative.
- k. Satisfactory performance of all duties of the position.