

**Clackamas Education  
Service District**

Code: **GCN-AR**  
Adopted: 12/17/97  
Readopted: 05/20/09; 10/25/17  
Orig. Code(s): 2430

**Evaluation of Licensed Staff**

1. Performance evaluations shall be in writing, dated, and signed by the employee and the evaluator.
2. One copy of the performance evaluation shall be given to the employee and one copy shall be placed in the employee's personnel file.
3. The employee may have a written statement relating to the evaluation placed in his or her personnel file.
4. Evaluations for probationary TSPC licensed employees and contract teachers who will be recommended for non-renewal or non-extension shall be completed by February 1st. Evaluations for all other employees in the licensed bargaining group shall be completed by June 30.