

**Grant County
Education Service District**

Code: **GCN/GDN**
Adopted: 1/26/10
Orig. Code(s): 4640; 3640

Supervision and Evaluation

All noncontracted/classified personnel shall be evaluated at least once annually. The evaluation must be made by the superintendent or his/her designate.

Signatures of Evaluation.

All written evaluations must be signed by the employee and the evaluator.

Notice of Grounds for Dismissal.

The superintendent, or his/her designate, shall be advised in writing, of any condition, reprimand, charge or action which could constitute grounds for dismissal.

Correction of Standards of Performance

Employees will be given adequate time to correct any inadequate standard of performance which could constitute grounds for dismissal.

Appeals

Any disagreement relating to the employee's evaluation which cannot be resolved by the employee's immediate supervisor may be heard by the superintendent.

Under provisions of Oregon's Fair Dismissal Law (ORS 342) all ESD employees below the rank of superintendent and his/her assistants and other personnel prescribed by the Board shall be evaluated at least once annually. The evaluation must be made by personnel, as determined by the superintendent, who hold appropriate credentials. All evaluations shall be conducted in accordance with guidelines established by the State Department of Education and the Board and as prescribed by Oregon law (ORS 342.850).

Signatures of Evaluation.

All evaluations must be signed by evaluator and the evaluated employee.

Inspection of Personnel Files

Personnel files shall be open for inspection by the employee and only to such other persons as are officially designed by the Board.

Statement of Employee

Employees may make written statements relating to any evaluation, reprimand, charge, action or any matter placed in the employee's personnel file and such employee's statement shall be placed in the personnel file.

The superintendent and/or his/her designee shall develop the following components of the evaluation process:

1. Job description;
2. Performance standards which include individual goals submitted at the beginning of each year by the teacher and agreed to by the superintendent and the teacher. The performance standards shall also include standards deemed necessary for the effective operation of the district programs;
3. Pre-evaluation interview to establish performance goals;
4. Evaluation based on the job description, performance goals and standards;
5. Post-evaluation interview in which results of evaluation are discussed with the teacher and written programs of assistance for improvement, if needed, are established.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 334.125\(5\)](#)

[ORS 342.815 to- 342.934](#)

[OAR 581-024-0245](#)