

Grants Pass School District 7

Code: **GCN/GDN**
Adopted: 6/14/88
Revised/Readopted: 2/24/04, 11/14/06
Orig. Code(s): GCM/GCN, GDN

Evaluation of Staff

Evaluation is the process of appraising employee competence. It is composed of:

1. Information about an employee's performance;
2. An assessment of the quality of the performance;
3. Oral and written communication between employer and employee concerning that assessment; and
4. Recommended procedures to foster the employee's continuing development within the assigned role.

The Board holds that staff evaluation is essential to, and an integral part of, any systematic approach to management and a necessary element of any program improvement plan. Consequently, within statutory and contractual constraints, evaluations will be as follows:

1. All licensed personnel shall be formally evaluated at least every other year for permanent teachers, and once a year for probationary teachers and as often after that as desired by either the administrator or teacher;
2. Full-time classified and confidential personnel and bus drivers shall be formally evaluated at least every two years and more often if either the employee or supervisor desires it;
3. Part-time employees may be evaluated at the discretion of the supervisor provided his/her practice is consistent with all part-time employees in the department.

One purpose of evaluation may be to give positive support for staff who deserve it as a way of encouraging good personnel relationships. Evaluation helps staff identify both strengths and weaknesses for professional growth. Priorities and goals within the assignment will be reviewed for mutual understanding between the supervisor and staff. The evaluation system will include provisions for periodic joint review of individual job descriptions to ensure the duties and responsibilities are in line with expectations.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)