

Evaluation of Staff

Licensed Staff

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of a teacher's performance of the teaching responsibilities. It is also an important assessment of classified employees and current performance of their job assignments. Under Board policy, administrators are charged with the responsibility of evaluating the staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract nonextension, contract renewal or nonrenewal, dismissal and discipline.

This evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive administrative responses to them; to receive peer assistance as appropriate; to have formal and informal classroom observations of licensed employees; to assess performance of other duties and job responsibilities of all staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make required improvement(s) within specific timelines.

Classified Staff

Evaluation of licensed staff shall be conducted to conform with applicable Oregon Revised Statutes and any applicable collective bargaining provisions.

All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once a year thereafter.

The development of a strong, competent staff and the maintenance of high morale among the staff is a major objective of the Board. Selection of the right employees to fill vacancies, determination of assignments and equitable work loads, establishment of wage and salary policies that encourage employee achievement and provision of a good atmosphere in which to work are requirements of the Board. The Board believes that a program of continuous evaluation is necessary to meet its requirements.

All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once a year thereafter.

Supervisors have the responsibility for ensuring that all employees know the basis upon which they are to be evaluated, before the evaluation.

All evaluations shall be on district-approved forms, with standards for evaluation enumerated in all areas to be evaluated. An evaluation of unsatisfactory requires justification and substantiation, with suggestions for improvement.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)