

Lane Education Service District Policy

Code: GCN/GDN
Adopted: 4/24/01
Readopted: 9/25/01
Orig. Code(s): GCN/GDN

Evaluation of Staff

A priority of Lane Education Service District is to create and sustain a professional staff and work environment that enables effective participation in the identification, design, development, delivery and evaluation of valued services to learners, schools, families and communities. In order to meet this priority, staff members must be evaluated in accordance with a well-defined set of performance standards and job expectations. Furthermore, the Board believes that the employee must take a major share of the responsibility for his/her own growth and performance. The goal of the evaluation programs is to create an environment in which the employee can realize personal satisfaction and fulfillment while working to accomplish the goals of the organization.

The objective of the four-employee evaluation programs (classified, licensed, confidential and administrator) is to facilitate decision making regarding an employee's performance and professional development. To this end, the programs serve the purpose of:

- Fostering increasing competence and growth of the employee;
- Measuring and judging performance;
- Clarifying both the job to be done and the expectations of accomplishment;
- Enhancing communication.

These purposes are accomplished through the following processes:

- Collecting data in an orderly and systematic fashion;
- Relating individual performance to organizational goals and a set of performance standards;
- Establishing performance/personal goals through employee/supervisor communication.

It shall be the responsibility of the superintendent to assure that the evaluation plans are regularly and consistently applied to all employees and that records of evaluations are provided and maintained as required by the evaluation plans themselves and by the statutes. Copies of the evaluation plans and procedures shall be retained in the human resources department and distributed, as necessary.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

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

[ORS 342.850](#)

[OAR 581-024-0245](#)