

Evaluation of Staff

The supervision of staff performance and development of plans designed to assist individual growth shall constitute the basis for the district program of staff development. The following shall be utilized in the development of appropriate plans for all staff members. Supervision shall be considered as a constructive plan or program for the improvement of learning through the cooperative efforts of those involved.

1. Supervision shall promote personal growth and competent performance which, in turn, should result in the improvement of the education program.
2. Position (job) descriptions shall be prepared for all positions in the district and reviewed at the end of the school year or when needed. Descriptions shall be discussed with new employees at the time of employment. This discussion shall include a review of the essential job functions and the expected performance.
3. Staff shall be informed in respect to their performance, as measured against district expectations. They shall receive recognition for outstanding work. They shall be informed about what is required for improvement. Evaluations shall be fair and conducted in keeping with district policies and contracts, and shall reflect the primary goals of professional and personal growth.
4. The staff development coordinator shall provide for the planning of programs for personal development of staff, utilizing the involvement of staff members and with the approval of the Board:
 - a. The programs may include college courses and workshops, special workshops and seminars, planned work sessions and other activities designed to improve individual skills;
 - b. With the approval of the Board, programs for college credit may be held at any time, but usually occurring after school hours. The district shall pay those costs that are provided by negotiated contract. With Board approval, sessions may also occur during regular working hours and staff members shall participate as part of their working day.
5. A cycle of supervision may include cooperative involvement and persons to be evaluated in regard to:
 - a. Understanding procedures and individual performance needs;
 - b. Establishing specific goals in performance terms;
 - c. Observing classroom performance(s);
 - d. Obtaining data, including performance results;
 - e. Analyzing the data;
 - f. Planning the follow-up conference;
 - g. Conferring;
 - h. Scheduling additional segments of the cycle (items a-g), as needed;

- i. Planning appropriate experiences
- j. Planning a professional growth program.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)