

## **Evaluation of Classified Staff**

### 1. Evaluation Procedures

The purpose of evaluation is improving employee performance; encouraging professional growth; improving communication between employees and their immediate supervisor; and identifying and assisting employees to improve/correct areas of unsatisfactory performance.

- a. The district will comply with school policy.
- b. This process will not be used for cocurricular duties or assignments. The cocurricular evaluation process will be provided to each cocurricular employee at the start of each activity/season.
- c. Evaluations shall be based on the employee's job description and other relevant criteria.
- d. All employees will be evaluated at least every other year. Probationary employees will be evaluated at least once during their probationary period.
- e. All formal monitoring or formal observation of the work performance of an employee will be conducted openly on a mutually agreed upon date.
- f. Any informal monitoring or drop in observations must be documented in writing and a copy provided to the employee within 10 work days of the occurrence. If documentation is not provided within the timeline, then the information cannot be included on the evaluation. The employee may request a post-observation conference to discuss the observation.
- g. Each evaluation cycle shall consist of the following:
  - (1) A "goals conference" is a meeting that takes place prior to the end of September between the supervisor and the employee during which the employee and supervisor identify the employee's goals for the school year. The supervisor will also discuss the evaluation timeline, criteria, guidelines or directions being used by their evaluator; and any information, in addition to observations, on which the district intends to use as part of the evaluation.
  - (2) A pre-evaluation conference;
  - (3) At least one formal observation at the work site of a minimum of 30 minutes in increments no less than 10 minutes each and/or by review of the "work product";
  - (4) An employee will receive a copy of any observation or evaluation report at least five work days before the post-observation or final evaluation conference.
  - (5) A post-observation conference within 10 work days of each observation; and
  - (6) A final evaluation conference, at which time the employee shall have the opportunity to discuss the final evaluation report with his/her supervisor before said report is placed in his/her personnel file or otherwise acted upon.
- h. An employee may attach a rebuttal to any observation or evaluation report.
- i. No student or parent input will be used in evaluations.

- j. No bargaining unit member will be asked to complete any formal evaluation of a classified employee. Supervisors may use information gained from lead workers, teachers and other staff to identify areas of strength and areas in need of improvement but must support any negative comments with data collected in formal and informal observations performed by the supervisor.
- k. Staff working in multiple buildings will be jointly evaluated by all relevant administrators or a single administrator will be designated by the first student contact day.

2. Program Of Assistance

Where significant deficiencies are noted in the formal evaluation process, an employee may be placed on a program of assistance, except that:

An employee will not be placed on a program of assistance based on an alleged failure to meet a standard of performance or comply with a rule, unless the district gives the employee prior written notice of the standard or rule and the opportunity to comply prior to being placed on a program of assistance.

END OF POLICY

---

**Legal Reference(s):**

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)