

Evaluation of 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.

There will be an ongoing appraisal of all classified staff performance which will include, but not be limited to, the ability to carry out the specific job assignments.

All classified employees will be formally evaluated by their immediate supervisor at least three times during their first six months employment and at least once a year thereafter.

Employees who are not meeting the minimum standards of "meets expectations" in all categories of the evaluation report at the end of their probationary period will be terminated.

Regular employees who fall below the standard of "meets expectations" may be provided a plan of assistance to improve and meet the district standard.

Employees will establish one to three goals per year for personal growth and development. These goals will be part of the employee's evaluation.

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.

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

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)