

**Willamette Education
Service District**

Code: **GCN**
Adopted: 7/8/03
Readopted: 7/12/05; 6/22/10
Orig. Code(s): None

Evaluation of Staff

An effective evaluation process is essential to the quality of the ESD's educational programs. It is an important tool in determining the current level of a teacher's/specialist's performance of his/her teaching responsibilities. It is also an important tool used in the assessment of a classified employee's performance of his/her job assignment. 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 or non-extension; contract renewal or non-renewal; dismissal; and discipline.

The 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 have 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.

Evaluation of staff shall be conducted in accordance with applicable Oregon Revised Statutes, any applicable collective bargaining provisions, and the ESD's evaluation plan.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 334.125 \(5\)](#)
[ORS 342.850](#)

[OAR 581-024-0245](#)