

Willamina School District 30J

Code: **GCM/GDN**
Adopted: 9/14/98
Readopted: 3/14/05
Orig. Code(s): GCM/GDN

Evaluation of District Personnel

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of employee performance in relation to their responsibilities. Under Board policy, administrators are charged with the responsibility of evaluating certificated staff, supervisors are responsible for classified staff, and the athletic director is responsible for coaching staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or non-renewal, dismissal, discipline as well as commendation.

The evaluation program is designed to assess performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; to have opportunities to make required improvement(s) within specific timelines; and to encourage continual professional growth.

All classified and confidential employees will be formally evaluated by their immediate supervisor at least once during their first six months 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](#)