

Evaluation of Staff

The board recognizes that the professional growth and evaluation of individual employees is important to improve the effectiveness and efficiency of the district. Staff are expected to perform the duties identified in their contracts and/or job descriptions, in addition to any other reasonable responsibilities that may be assigned or directed by their supervisor.

Certificated Teachers and Principals

Evaluations for certificated teachers and principals will be in compliance with the requirements of chapter [28A.405 RCW](#) and applicable collective bargaining agreements or memoranda negotiated pursuant to chapter [41.59 RCW](#). The primary purpose of such evaluations will be to enhance and improve an employee's performance so as to improve student learning.

Certificated Support Personnel

"Certificated support personnel" and "certificated support person" mean a certificated employee who provides services to students and holds one or more of the education staff associate (ESA) certificates pursuant to [WAC 181-79A-140\(5\)](#). ESA certification includes: school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers.

Certificated support personnel are considered non-classroom teachers for purposes of the Professional Growth and Evaluation System, and are not subject to the four-level rating system. The performance of certificated support personnel will be evaluated consistent with state law and applicable collectively bargained processes. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

Other Administrative Staff

The performance of administrative staff other than certificated principals and assistant principals as referenced in the section above will be evaluated at least once per year. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

Classified Staff

The performance of classified staff will be annually evaluated by his/her supervisor consistent with applicable collectively bargained processes. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

Evaluation of Non-administrative Certificated Staff

~~Evaluation of the performance and/or accomplishments of individual staff members is an important process in improving the effectiveness and efficiency of the school district. Staff is expected to perform the duties identified in their job descriptions in addition to any additional responsibilities that may be assigned by their administrator.~~

~~The superintendent shall develop a system for evaluating staff. Such a system shall provide for supervisory assignments for staff evaluation; observations; evaluation of new staff; criteria and related forms to be used for evaluating teachers, educational staff associates, and classified staff; observation and evaluation procedures; and probationary action; and non-renewal procedures. All principals and administrators with staff evaluation responsibilities shall be appropriately trained and shall be expected to demonstrate the necessary skills to implement the staff evaluation plan of the district. The district may require the teacher to take in-~~

service training provided by the district in the area of teaching skills needing improvement. The superintendent shall annually assess the quality of evaluation that exists in each administrative unit.

The performance of staff shall be observed for a period of thirty (30) or more minutes at least twice per year for the purpose of evaluation except that new staff, certificated and classified, shall be at least observed for the purpose of evaluation once for a period of thirty (30) minutes or more within ninety calendar days after commencement of employment. Staff whose performance does not meet minimum requirements shall be informed of the deficiencies and afforded the opportunity to improve.

After a staff member has four (4) years of satisfactory evaluations in the district, the administrator may use a short form of evaluation, the locally bargained evaluation process emphasizing professional growth, a regular evaluation or any combination thereof. A short form evaluation includes either a thirty (30) minute observation during the school year with a written summary or a final annual written evaluation based on established criteria and based on at least two (2) observation periods totaling at least sixty (60) minutes without a written summary of such observations. At least once every three (3) years, unless extended by the local collective bargaining agreement, a regular evaluation shall be conducted except that in any given year the staff member or the supervisor may elect to conduct a regular evaluation be used as a basis for determining that a staff member's work is unsatisfactory or serve as the basis for determining that there is probable cause for non renewal, unless the locally bargained evaluation process provides otherwise.

Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/ her assignment. Such evaluation shall be based on his/her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The superintendent shall develop procedures for these evaluations. Prior to the beginning of the school year, the superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the district. Such criteria shall include: performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their respective records. The person being evaluated shall have the right to submit and attach a written disclaimer to his/her evaluation following the conference.

Evaluation of Classified Staff

Criteria for evaluating classified staff shall be based upon the job description of the specific assignment.

Cross References: 5520 - Staff Development
 5280 - Separation from Employment

Legal References: RCW 28A.400.100 Principals and vice principals –
 Employment of—Qualifications—Duties.
 RCW 28A.405.100 Minimum criteria for the evaluation of
 certificated employees — Revised four-level evaluation
 systems for classroom teachers and for principals —
 Procedures — Steering committee — Models —
 Implementation — Reports
 RCW 28A.405.220 Conditions and contracts of employment –
 Nonrenewal of provisional employees –Notice - Procedure

RCW 28A.405.300 Adverse change in contract status of
certificated employee –Determination of probable cause –
Notice—Opportunity for hearing
RCW 28A.405.110 Evaluations — Legislative findings
RCW 28A.405.120 Training for evaluators
RCW 28A.405.130 Training in evaluation procedures required
WAC 181-79A-140 Types of certificates
WAC 392-191A Professional Growth and Evaluation of School
Personnel

Management Resources: 2015 - December Issue
 2013 - April Issue
 2013 - February Issue

Adoption Date: October 25, 2006

Classification: **Essential**

Revised Dates:

Chimacum School District