

Evaluation of Staff

Evaluations shall be in compliance with applicable collective bargaining agreements and consistent with state laws, rules and regulations. All evaluations shall reflect the essential mission of the district which is the support of the academic progress and success of our students. Recognizing and encouraging excellence in professional performance, especially effectiveness at improving student learning, is identified as the purpose of evaluation.

1. Evaluation of the Superintendent

The evaluation of the superintendent shall be conducted annually by the board.

2. 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 are expected to perform the duties identified in their job descriptions in addition to any additional responsibilities that may be assigned by their administrator.

Each teacher's effectiveness at impacting student achievement is related through and included among the evaluation criteria in areas such as instructional skill; ability to recognize and teach to different levels of student achievement; ability to recognize and teach to different learning styles; capacity to use a variety of teaching strategies; capacity to create a positive, disciplined learning environment for all students; ability to use assessment data to monitor and improve instruction; ability to design and adapt challenging curriculum; sufficient cultural sensitivity to address the learning needs of all students; and ability to inform, involve and collaborate with parents and families to support student achievement.

A specific plan of improvement is developed and implemented when performance is unsatisfactory.

Only a regular evaluation may 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 contract non-renewal, unless the locally bargained evaluation process provides otherwise.

The superintendent shall develop a system for evaluating staff. Such a system shall provide for supervisory assignments for staff evaluation; observations; probationary evaluation of new staff; and criteria and related forms to be used for evaluating certificated and classified staff. The superintendent shall annually assess the quality of evaluation that exists in each administrative unit.

All principals and administrators with staff evaluation responsibilities shall be appropriately trained and shall be expected to demonstrate the necessary skills to implement the district's staff evaluation plan.

3. Evaluation of Administrative Staff

Evaluation criteria for principals are developed and adopted based on the district's strategic plan and vision, district and state standards, and school-site goals and priorities, focusing on the principals' ability to improve programs and staff performance in ways that impact student achievement.

Each administrator shall be evaluated annually in order for the assistant superintendent of human resources to assess needs for 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 develops 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 and the timeline for the process. Such criteria shall include: performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; leadership in educational reform efforts, 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 employee shall have the right to submit and attach a written disclaimer to her/his evaluation following the conference.

4. Evaluation of Classified Staff

Criteria for evaluating classified staff shall be based upon the job description of the specific assignment and in compliance with applicable collective bargaining agreements.

Cross References:

- (cf.: 1000.4.4 – Monitoring Superintendent Performance)
- (cf.: 2120 – Curriculum Development, Review, and Implementation)
- (cf.: 5220 – Job Descriptions and Responsibilities)
- (cf.: 5250 – Termination of Employment)
- (cf.: 5254 – Probation – Non-renewal, and Termination)
- (cf.: 5340 – Staff Development)

Legal References:

- RCW 28A.405.100 Minimum criteria for the evaluation of certificated employees, including administrators--Procedure--Scope--Penalty
- RCW 28A.405.110 Evaluations--Legislative findings
- RCW 28A.405.120 Training for evaluators
- RCW 28A.405.130 Training in evaluation procedures required
- WAC 392-191-010 Minimum evaluation criteria--certificated classroom teachers

WAC 392-191-020 Minimum evaluation criteria--certificated support personnel
WAC 392-191-035 Conduct of the Evaluation
WAC 392-191-045 Use of Evaluation Results

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