



Human Resources – Series 5000 Evaluation of Staff – 5120

The Superintendent or designee shall develop a system for evaluating certificated employees that meets all legal requirements. Such a system shall provide for supervisory assignments for employee evaluation; observations; evaluation of new employees; criteria and related forms to be used for evaluating non-administrative employees; observation and evaluation procedures; and probationary action; and nonrenewal procedures. All principals and administrators with employee evaluation responsibilities shall be appropriately trained and shall be expected to demonstrate the necessary skills to implement the employee evaluation plan of the District. The Superintendent or designee shall annually assess the quality of evaluation that exists in each administrative unit. Classified employees shall be evaluated as provided in the appropriate collective bargaining agreement or as provided in individual employment contracts.

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of their assignment. Such evaluation shall be based on their job description, accomplishment of annual goals and performance objectives and established evaluative criteria. Prior to the beginning of the school year, the supervisor shall inform the administrator of the criteria to be used for evaluation purposes.

Each classified employee shall be evaluated annually. Such evaluation shall be based on their job description and established evaluation criteria.

Cross References:

Board Policy 5210 Job Descriptions and Responsibilities
Board Policy 5610 Termination of Employment

Legal References:

RCW 28A.405.100 Minimum criteria for evaluation of certificated employees, including administrators – Procedure – Scope – Penalty
RCW 28A.405.110 Evaluations – Legislative findings
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 Minimum procedural standards – Conduct of the evaluation
WAC 392-191-045 Minimum procedural standards – Use of evaluation results

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