

## EVALUATION

Employee evaluations in the District should be used to improve and recognize an employee's performance. The evaluation process should be a positive, systematic procedure which attempts to assess the individual's progress toward meeting identified criteria consistent with the mission, vision, and goals of the District. The evaluation should be a collaborative ongoing process facilitated by the administrator or supervisor in a cooperative, respectful, and constructive manner that reinforces continuous improvement.

A completed evaluation form will be reviewed with the employee. The employee may attach comments to explain or clarify any points made in the evaluation. It will then be filed with the completed evaluation in the employee's personnel record. Evaluations will be carried out in a confidential manner.

### Administrators

Administrators will have a job performance evaluation for the first year and thereafter every three years or pursuant to their work agreement. All administrators, regardless of their years of experience, will have an Individual Leader Professional Development Plan (ILPDP) each year. The administrator's supervisor may also perform additional evaluations based on concerns about performance or to recognize exemplary performance.

### Certified Staff

Certified Staff on an Initial License will have a job performance evaluation each year for the first two years and thereafter every three years or pursuant to a negotiated agreement. Certified Staff with a Standard or Master Teacher License will be evaluated during the first year and thereafter every three years. The administrator may also perform additional evaluations based on concerns about performance or to recognize exemplary performance.

### Classified Staff

Administrators are responsible for the evaluation of district employees in accordance with procedures described in the workgroup handbook. All evaluations will be submitted in writing to the superintendent/designee. The administrator/supervisor may also perform additional evaluations based on concerns about performance or to recognize exemplary performance.

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