

Evaluation of Staff

Purpose

This policy directs performance evaluations of Valley School District staff.

Scope

This policy applies to the Board of Directors, Superintendent, administrators, supervisors and certificated and classified employees.

Policy

1. GENERAL PROVISIONS

- 1.1. The Board recognizes that the professional growth and evaluation of individual employees is important to improve the effectiveness and efficiency of the school district.
- 1.2. Staff is expected to perform the duties identified in their job descriptions, in addition to any other responsibilities that may be assigned by their supervisor(s).

2. SUPERINTENDENT

The Superintendent will be evaluated by the Board of Directors in accordance with his/her employment contract with the district.

3. CERTIFICATED STAFF

Pursuant to RCW 28A.405.100 and WAC 392-191, the Board directs the Superintendent or designee to prepare procedures implementing the Professional Growth and Evaluation System and to certify to the Superintendent of Public Instruction that the evaluative criteria and rating system have been prepared for all certificated classroom teachers, certificated principals and assistant principals.

4. CERTIFICATED SUPPORT PERSONNEL

- 4.1. "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.
- 4.2. 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. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

5. CLASSIFIED STAFF, OTHER ADMINISTRATIVE AND SUPERVISORY STAFF

The performance of classified staff, and other administrative and supervisory staff will be reviewed throughout the year. Except as otherwise developed in accordance with the duty to bargain in Chapter 41.56 RCW, the review criteria for classified, other administrative and supervisory staff will be based upon the job responsibilities of the specific assignment and will focus on professional growth and development through mutual, structured goal-setting and feedback. The purpose of such review will be to improve the employee's performance and to alert the employee of any performance deficits or concerns.

6. The Superintendent or designee will develop procedures to implement this policy.

Related Procedures

5240P1-Evaluation of Principals

5240P2-Evaluation of Instructional Staff

5240P3-Classified Employee Professional Goals

Policy Cross References

5280-Termination of Employment

Policy 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

SHB 1346 Nurses in Schools—Authority—Supervision

Management Resources

Policy & Legal News, July 2017 – Other Updates

Policy & Legal News, December 2015 – Update Summary: Series 5000, Personnel

Policy & Legal News, April/May 2013 – TPEP: Revisions to Professional Growth and Evaluation of School Personnel

Policy & Legal News, February 2013 – TPEP: Professional Growth and Evaluation of School Personnel

Policy History

Action:	Date:
Approved by the Board	August 21, 2013
Revised	March 15, 2017
Revised	August 16, 2017
Revised	