

Billings School District 2

HUMAN RESOURCES

Evaluation

Each staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation shall be conducted pursuant to the appropriate labor agreement. The evaluation process includes scheduled evaluations on forms applicable to the job classification and description, and day to day appraisals.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original must be signed by the staff member and filed with the Human Resources office. The employee signature does not necessarily mean that the employee agrees with everything on the evaluation but does signify the evaluation has been reviewed by the employee. The employee can sign the evaluation and provide a written rebuttal in a timely manner.

Evaluation Schedule:

Certified Teachers: Tenured Teachers – Once every three years.
Non-Tenured – Twice yearly until Tenure is earned.

Non-Certified Employees:
Twice in the first year, once in the Probationary period.
(First 90 days) and two times yearly for three years, then once every three years.

Certified Administrative Employees:
Twice during the first year and once every three years thereafter.

Non-Certified Administrative Employees:
Twice during the first year and once every three years thereafter.

Varsity Coaches: Once yearly by the Athletic Director/Principal.

Asst. Coaches: Once yearly by the Administrative personnel and Head Coach.

7/8 Head Coaches: Once yearly by the Principal or administrative designee.

Asst. Coaches: Once yearly by the administrative designee and Head Coach.

Stipend positions: Once yearly by Principal or administrative designee.

Cross References: 5013 Applicability of Personnel Policies

Legal References:

Policy History:

First Reading:	October 20, 2008
Second Reading	November 17, 2008
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