

EVALUATION OF NON-ADMINISTRATIVE STAFF: 5240

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 and requirements identified in their contracts, job descriptions, collective bargaining agreement, Board and Administrative policy, and State law, including any additional responsibilities that may be assigned by their administrator.

The Superintendent shall develop a system for evaluating staff. Such a system shall provide for supervisory assignments for staff evaluation; observations; evaluation of new staff; criteria and related forms to be used for evaluating teachers, educational staff associates, and classified staff; observation and evaluation procedures; and probationary action and non-renewal procedures.

During each school year all classroom teachers and certificated support personnel shall be observed for the purposes of evaluation at least twice in the performance of their assigned duties. Total observation time for each employee for each school year shall be not less than sixty minutes. An employee in the third year of provisional status as defined in RCW [28A.405.220](#) shall be observed at least three times in the performance of his or her duties and the total observation time for the school year shall not be less than ninety minutes. Following each observation, or series of observations, the principal or other evaluator shall promptly document the results of the observation in writing, and shall provide the employee with a copy thereof within three days after such report is prepared. New employees shall be observed at least once for a total observation time of thirty minutes during the first ninety calendar days of their employment period. Staff whose performance does not meet minimum requirements shall be informed of the deficiencies and afforded the opportunity to improve.

All staff shall be evaluated pursuant to State law and applicable collective bargaining agreement provisions.

Cross References:	Administrative Policy – 5230	Job Descriptions/Responsibilities
	Administrative Policy – 5280	Termination of Employment
	Administrative Policy – 5520	Professional Development
	Administrative Policy – 5560	Evaluation of Administrative Staff
	Administrative Policy – 5565	Principals

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

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Legal References (Continued)	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