

EVALUATION OF NON-LICENSED ADMINISTRATIVE/PROFESSIONAL/TECHNICAL STAFF

Evaluations shall be conducted in accordance with Board policy to assist non-licensed administrative/professional/technical staff in developing and strengthening their professional abilities, improving leadership effectiveness, measuring professional growth and development, and level of performance.

Even though the evaluation process is designed to encourage and assist administrative/professional/technical staff to perform at a level consistent with the district's standards, the evaluator or the superintendent or their designee, if not the evaluator, may recommend to the Board that changes be considered in assignment status.

While adherence to the elements listed below is not required for making personnel decisions, they shall be followed to the extent feasible.

DESIGNATION OF EVALUATORS

Any administrative/professional/technical employee's performance evaluation shall be completed by the immediate supervisor. Input may be secured from other administrators/supervisors as needed to complete the evaluation.

EVALUATION CRITERIA

The administrative/professional/technical staff evaluation shall utilize nine standards: strategic leadership, support of the instructional environment, demonstrates an intentional and collaborative culture, human resources leadership, managerial leadership, professional conduct, and commitment to continuous improvement, job knowledge, and job competence. Each standard will measure performance according to a four-level range as follows:

- Highly effective
- Effective
- Partially effective
- Ineffective

OBSERVATION AND ONGOING PERFORMANCE FEEDBACK

The evaluator and employee shall meet at the beginning of the evaluation cycle to establish expectations of duties and responsibilities of the employee's job and establish goals and personal development needs.

Through the evaluation cycle, both the evaluator and employee are expected to communicate openly about accomplishments, expectations and improvements of on-the-job performance. The evaluator shall maintain a record of sufficient communications in order to accurately rate the employee's work.

EVALUATION CONFERENCES

Prior to the annual target date of the administrative/professional/technical employee's evaluation, the evaluator and evaluatee shall have a mid-year conference. This conference is

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intended to be a give-and-take session in which the evaluator and evaluatee share their observations and perceptions on progress towards goals and current level of performance. In addition, administrative/professional/technical employees shall submit self-reflection and analysis on evaluation standards and established goals.

The final evaluation conference shall involve a thorough discussion of the rating results and shall give the evaluatee the opportunity to record comments and discuss with the evaluator the overall rating. Goals and professional development for the next evaluation period shall be established for the start of the next evaluation cycle.

EVALUATION REPORT

Before the conclusion of the final evaluation conference, the following items shall have been completed:

- Evaluator shall sign the evaluation form
- Evaluatee shall sign the form to acknowledge that he or she had the opportunity to record comments on the form
- Evaluatee shall receive a copy of the evaluation

AT WILL STATUS OF NON-LICENSED ADMINISTRATIVE/ PROFESSIONAL/TECHNICAL STAFF

Non-licensed administrative/professional/technical staff, unless otherwise designated by contract, shall be considered “at-will” employees who serve at the discretion of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall diminish the district’s ability to employ administrative/professional/technical staff members only for such time as the district is in need of or requests the services of such employees. The district reserves the right to discipline or terminate the employment of an administrative/professional/technical staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

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