

PERSONNELEvaluation of Non-administrative Employees

Evaluation of the performance of individual employees is an important process in improving the effectiveness and efficiency of the employee and the school district. Employees are expected to perform the duties identified in their job descriptions and any additional responsibilities that may be assigned by their supervisor.

The superintendent or designee shall develop procedures for evaluating employees. Such procedures shall provide for the following: assignment of supervisors as evaluators; observation and evaluation procedures; evaluation of new employees; criteria and related forms to be used for evaluating all district classified and certificated employees; probationary action; and non-renewal. State laws and regulations regarding the employment and evaluation of certificated and classified employees shall apply.

Employee performance shall be evaluated at least once a year. Employees whose performance does not meet minimum requirements shall be informed of the deficiencies and afforded the opportunity to improve.

Prior to the expiration of an employee's probationary period, the employee shall be evaluated and a decision shall be made regarding his or her continued employment.

Cross References:	Board Policy 5254	Probation and Non-renewal
	Board Policy 5340	Staff Development
	Board Policy 6210	Principals
	Board Policy 6410	Evaluation of Administrative Staff
Legal References:	RCW 28A.405.100	Minimum criteria for the evaluation of certificated employees, including administrators – Procedures – 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
	WAC 392-191	School Personnel—evaluation of the professional performance capabilities

Adoption Date: November 13, 2007