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## Staff Evaluation Policy

In order to maintain the highest level of quality staff, Blue Ridge Academy is committed to providing evaluations and assessment of all staff members on a continuing basis.

The purpose of the Blue Ridge Academy Governing Board adopting this Evaluation Policy is to do the following:

1. Outline the Purpose of the Evaluation
  2. Establish the Frequency of Evaluation and the Evaluation Timeline
  3. Establish Who Conducts the Employee Evaluation
  4. Outline the Evaluation Sequence of Events
  5. Establish the use of Professional Growth and Improvement Plans
  6. Outline the Record Keeping Process for all Evaluations
1. **Purpose of Evaluations:** The purpose of a staff evaluation is to safeguard and improve the quality of the educational support and services received by students and families by the Charter School Employees. Nothing in this policy is intended to alter Blue Ridge Academy's ability to discipline, including immediate termination of an employee without following the steps included in this policy.
  2. **Frequency of Evaluations and Evaluation Timeline:** Every staff member will be evaluated on an annual basis. Evaluations will be conducted in the spring of each school year and will be completed no later than thirty (30) calendar days before the end of the employee's scheduled work year.
  3. **Who Conducts the Employee Evaluation:** The employee's immediate supervisors will be responsible for evaluating the employee. The supervisor may delegate portions of the evaluation process to a designee, but the supervisor shall retain overall responsibility.
  4. **Sequence of Events:**
    - Self-Assessment and Form 700: the employee will complete their self-assessment of the evaluation and their Form 700 prior to their meeting with their supervisors.
    - Meeting with Supervisor: supervisor will review the self-evaluation and provide their evaluation of staff performance.
    - Employee's Ability to Respond: the employee will be able to respond to their supervisor's evaluation prior to final submission.
    - Final Evaluation Report: the evaluator shall prepare, complete and issue a Final Evaluation Report and give a copy to the employee.
  5. **Professional Growth and Improvement Plans:** Employees who do not meet the minimum evaluation standards shall be placed on a Professional Growth and Improvement Plan. The employee's supervisor will confer with the employee making specific recommendations as to areas of improvement in the employee's performance and endeavor to assist with the employee in their performance.
  6. **Record Keeping:** The evaluation will be added to the employee's personnel file.