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**STAPLES MOTLEY SCHOOL POLICY #425.1
EVALUATION AND SUPERVISION OF EMPLOYEES**

I. PURPOSE

The purpose of this policy is to ensure that sufficient administrative time and energy are expended to supervise (observe and assist), evaluate (measure and assess), and provide feedback regarding the performance of all employees. A systematic program of supervision and evaluation of performance is critical to the ongoing improvement of all school programs which subsequently support student learning.

II. The Superintendent shall be responsible for the development, implementation, and periodic review of a plan of supervision and evaluation. Components of this evaluation plan shall include:

- A. Specific Performance Standards for all job classifications, which shall be in written form and made permanently available to all employees;
- B. Results of the evaluations shall be put in writing and shall be discussed with the employee;
- C. The employee being evaluated shall have a right to attach a memorandum to the written evaluation;
- D. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office;
- E. Minimum standards for the frequency of formal performance reviews shall be established; and
- F. A plan and process for remediating unsatisfactory performance shall be established.

Differentiated supervision and evaluation procedures will be developed for all employee categories – teacher, administrators, and support personnel. These procedures will include elements such as stated performance standards, instruments and forms used to collect and document performance, and supervision and evaluation timelines.

In keeping with the School Board's goal of employing the best-qualified individuals to provide for a quality education and a safe learning environment, all employees are expected to fully participate in the evaluation process, self-appraisal and continuous improvement of performance.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in the development and periodic review of the supervision and evaluation plan.