

# ANACORTES SCHOOL DISTRICT #103

Policy No. 5240  
Personnel

## EVALUATION OF CLASSIFIED, CERTIFICATED and ADMINISTRATIVE STAFF

### EVALUATION OF NON-ADMINISTRATIVE CERTIFICATED STAFF

Evaluation of the performance and/or accomplishments of individual staff members are an important process in improving the effectiveness and efficiency of the school district. Staff members are expected to perform the duties identified in their job descriptions in addition to any additional responsibilities that may be assigned by their administrator.

The superintendent shall develop a system for evaluating staff following appropriate consultation with employee groups. 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. All principals and administrators with staff evaluation responsibilities shall be appropriately trained and shall be expected to demonstrate the necessary skills to implement the staff evaluation plan of the district. The district may require the teacher to take in-service training provided by the district in the area of teaching skills needing improvement. The superintendent shall annually assess the quality of evaluation that exists in each administrative unit.

The performance of staff shall be observed for a period of thirty (30) or more minutes at least twice per year for the purpose of evaluation except that new staff, certificated and classified, shall be at least observed for the purpose of evaluation once for a period of thirty (30) minutes or more within ninety calendar days after commencement of employment. Staff whose performance does not meet minimum requirements shall be informed of the deficiencies and afforded the opportunity to improve.

After a staff member has four (4) years of satisfactory evaluations in the district, the administrator may use a short form of evaluation, the locally bargained evaluation process emphasizing professional growth, a regular evaluation or any combination thereof. A short form evaluation includes either a thirty (30) minute observation during the school year with a written summary or a final annual written evaluation based on established criteria and based on at least two (2) observation periods totaling at least sixty (60) minutes without a written summary of such observations. At least once every three (3) years, unless extended by the collective bargaining agreement, a regular evaluation shall be conducted except that in any given year the staff member or the supervisor may elect to conduct a regular evaluation to be used as a basis for determining that a staff member's work is unsatisfactory or serve as the basis for determining that there is probable cause for non-renewal, unless the locally bargained evaluation process provides otherwise.

### EVALUATION OF ADMINISTRATIVE STAFF

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of the assignment. Such evaluation shall be based on job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The superintendent shall develop procedures for these evaluations. Prior to the beginning of the school year, the superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the district. Such criteria shall include: performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.



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Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their respective records. The evaluatee shall have the right to submit and attach a written statement of any type to the evaluation following the conference.

## EVALUATION OF CLASSIFIED STAFF

Criteria for evaluating classified staff shall be based upon the job description of the specific assignment.

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Cross References:	Board Policy 5230 5250 5340	Job Descriptions/Responsibilities Termination of Employment Staff Development
Legal References:	RCW 28A.405.100  28A.405.120 28A.405.130  WAC 392-191-010  392-191-020  392-191-035 392-191-045	Minimum criteria for the evaluation of certificated employees Evaluations—Legislative findings Training in evaluation procedures required  Minimum evaluation criteria —certificated classroom teachers Minimum evaluation criteria—certificated support personnel Conduct of the evaluation Use of evaluation results

