

1 **5222 PERSONNEL**

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3 Evaluation of Non-Administrative Staff

4 Each non-administrative staff member's job performance shall be evaluated by the staff member's  
5 direct supervisor. Non-tenured certified staff shall be evaluated, at a minimum, on at least an annual  
6 basis. Tenured certified staff members may be evaluated according to the terms stated in the current  
7 collective bargaining agreement. The evaluation model shall be aligned with applicable district goals,  
8 standards of the Board of Public Education, and the district's mentorship and induction program. It  
9 shall identify what skill sets are to be evaluated, include both summative and formative elements, and  
10 include an assessment of the educator's effectiveness in supporting every student in meeting rigorous  
11 learning goals through the performance of the educator's duties.

12 The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide  
13 an opportunity to discuss the evaluation. The original should be signed by the staff member and filed  
14 with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should  
15 note the refusal and submit the evaluation to the Superintendent.

16 Policy History:

17 Adopted on: July 1, 2000

18 Revised on: November 10, 2014