

EVALUATION OF STAFF

1. ~~Evaluation of Non-Administrative Certificated Staff~~

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

Evaluation of Certificated Classroom Teachers and Certificated Support Personnel

The superintendent ~~shall-will~~ develop ~~and implement~~ a system for evaluating ~~staff~~ certificated classroom teachers and certificated support personnel in accordance with state law and the duty to bargain in chapter 41.59 RCW.

The evaluative criteria for certificated classroom teachers shall be:

1. Centering instruction on high expectations for student achievement;
2. Demonstrating effective teaching practices;
3. Recognizing individual student learning needs and developing strategies to address those needs;
4. Providing clear and intentional focus on subject matter content and curriculum;
5. Fostering and managing a safe and positive learning environment;
6. Using multiple student data elements to modify instruction and improve student learning;
7. Communicating and collaborating with parents and school community; and
8. Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning.

The evaluative criteria for certificated support personnel shall be:

1. Knowledge and scholarship in special field;
2. Specialized skills;
3. Management of special and technical environment;
4. Professional preparation and scholarship; and
5. Involvement in assisting students, parents, and staff.

~~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 local 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 Certificated Principals and Assistant Principals

2. ~~Evaluation of Administrative Staff~~

~~Each administrator shall be evaluated annually in order to provide guidance and direction to the~~

~~administrator in the performance of his/her assignment. Such evaluation shall be based on his/her job description, accomplishment of other goals agreed to with the supervisor, and established evaluative criteria.~~

~~The superintendent shall will develop and implement a system for evaluating certificated principals and assistant principals in accordance with state law.~~

The evaluative criteria for certificated principals and assistant principals shall be:

1. Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff;
2. Demonstrating commitment to closing the achievement gap;
3. Providing for school safety;
4. Leading the development, implementation and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements;
5. Assisting instructional staff with alignment of curriculum, instruction, and assessment with state and local school district learning goals;
6. Monitoring, assisting, and evaluating effective instruction and assessment practices;
7. Managing both staff and fiscal resources to support student achievement and legal responsibilities; and
8. Partnering with the school community to promote student learning.

Evaluation of Other Administrative Staff

The superintendent will develop and implement a system for evaluating administrative staff other than certificated principals and assistant principals as referenced in the section above.

The evaluative criteria for other administrative staff shall be:

1. Leadership;
2. Administration and management;
3. School finance;
4. Professional preparation and scholarship;
5. Effort toward improvement when needed;
6. Interest in students, staff, patrons and subjects taught in schools; and
7. Evaluation of staff.

~~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 Strategic Plan and related work plans of 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.~~

~~Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their respective records. The person being evaluated shall have the right to submit and attach a written disclaimer to his/her evaluation following the conference.~~

~~3. Evaluation of Classified Staff~~

~~The superintendent will develop and implement a system for evaluating classified staff. Except as otherwise developed in accordance with the duty to bargain in chapter 41.56 RCW, the evaluative criteria for classified staff will be based upon the job description of the specific assignment.~~

~~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 5280 5530 | Job Descriptions/Responsibilities Termination of Employment Staff Development |
| Legal References: | RCW 28A.400.100 28A.405.100 28A.405.110 28A.405.120 28A.405.130 WAC 392-191-010 392-191-020 392-191-035 392-191-45 | Principals and vice principals –Employment of—Qualifications—Duties.RCW— Minimum criteria for the evaluation of certificated employees, including administrators—Procedure—Scope—Penalty – Revised four level evaluation systems for classroom teachers and for principals – Procedures-Steering committee-Models-Implementation-Reports Evaluations--Legislative findings Training for evaluators 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 192-191A Professional Growth and Evaluation of School Personnel |

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