

Coquille School District 8

Code: **GCN/GDN**
Adopted: 06/23/1997
Revised/Readopted: 02/11/2008 , 11/18/2020

Evaluation of Staff

An effective evaluation program is essential to a quality educational program and an important tool in the improvement of the individual teachers' instruction, in the assessment of his/her performance and in the ability of the individual classified employee to carry out his/her specific job assignments. Under Board policy, administrators are charged with the responsibility of evaluating the staff in order to assess the performance of individual employees in meeting the expectations of their job descriptions and performance standards. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, retention, dismissal and discipline.

This evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive administrative responses to them; to provide peer assistance, as appropriate; to have formal and/or informal observations of the teaching of licensed employees; to assess performance of other duties and job responsibilities of all staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once a year thereafter.

Evaluation of licensed staff shall be conducted to conform with applicable Oregon Revised Statutes and any applicable labor contract provisions.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)