



TO: BOARD OF DIRECTORS

FROM: Maurene Stanton, Executive Director of Human Resources

SUBJECT: First Reading Policy 5240 Evaluation of Staff

DATE: April 19, 2022

This is the first reading of updated Personnel Policy 5240 Evaluation of Staff. Updates on this policy reflect changes recommended by The Washington State School Directors Association (WSSDA). It is identified as an essential policy by WSSDA.

This policy will come before the Board for second reading on May 3, 2022. If you have any questions regarding this policy, please contact me.

## EVALUATION OF STAFF

The board recognizes that the professional growth and evaluation of employees is important to improving the effectiveness and efficiency of the school district. Staff is expected to perform the duties identified in their contracts and job descriptions in addition to any additional responsibilities that may be assigned or directed by their supervisor.

### Certificated Classroom Teachers, Principals, and Assistant Principals

Evaluations for classroom teachers and principals will be in compliance with the requirements of chapter 28A.405 RCW and applicable collective bargaining agreements or memoranda negotiated pursuant to chapter 41.59 RCW. The primary purpose of such evaluations will be to enhance and improve an employee's performance so as to improve student learning.

Evaluation results for certificated classroom teachers and principals will be used as one of multiple factors in making human resource and personnel decisions. Human resource decisions include, but are not limited to: Staff assignment, including the consideration of an agreement to an assignment by an appropriate teacher, principal, and superintendent; and reduction in force.

### Certificated Support Personnel

"Certificated support personnel" **and "certificated support person"** means certificated employees who provides services to students and holds one or more of the education staff associate (ESA) certificates pursuant to WAC 181-79A-140(5). ESA certification **includes authorize service in the following roles:** school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers.

**Certificated support personnel are considered non-classroom teachers for purposes of the Professional Growth and Evaluation System, and are not subject to the four-level rating system.** The performance of certificated support personnel will be evaluated consistent with state law and applicable collective bargaining **processes agreement.** The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

### Other Administrative Staff

The performance of administrative staff other than principals and assistant principals as referenced in the section above will be evaluated at least once per year. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

### Classified Staff

The performance of classified staff will be annually evaluated by his/her supervisor consistent with the applicable collective bargaining **processes agreement, if any.** The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

Cross References:	<b><u>5280</u></b>	<b><u>Separation from Employment</u></b>
Legal References:	RCW 28A.400.100	Principals and vice principals - Employment of - Qualifications - Duties
	RCW 28A.405.100	Minimum criteria for evaluation of certificated employees - Revised four level evaluation systems for classroom teachers and for principals-Procedures-Steering committee- Models-Implementation-Reports
	<b><u>RCW 28A.405.220</u></b>	<b><u>Conditions and contracts of employment—</u></b> <b><u>Non-renewal of provisional employees—</u></b> <b><u>Notice--Procedure</u></b>
	<b><u>RCW 28A.405.300</u></b>	<b><u>Adverse change in contract status of</u></b> <b><u>certificated employee—Determination of</u></b> <b><u>probable cause—Notice—Opportunity</u></b> <b><u>for hearing</u></b>
	RCW 28A.405.110	Evaluations — Legislative findings

RCW 28A.405.120  
RCW 28A.405.130  
RCW 28A.405.140

WAC 181-79A-140  
WAC 392-191A

**SHB 1346**

Management Resources:

Training for evaluators  
Training in evaluation procedures required  
Assistance for teacher may be required after  
evaluation  
Types of certificates  
Professional Growth and Evaluation of School  
Personnel

**Nurses in Schools—Authority—Supervision**

Policy & Legal News, April/May 2013 TPEP:  
Revisions to Professional Growth and Evaluation  
of School Personnel

Policy & Legal News, February 2013 TPEP:  
Professional Growth and Evaluation of School  
Personnel

Policy & Legal News, December 2015  
**Policy & Legal News, July 2017**