

PERSONNEL

Performance Evaluations

Performance evaluation instruments and the evaluation process should focus on improvement of professional skills and effectiveness and also provide the basis for employment recommendations to the Board of Trustees.

The Superintendent is directed to create written procedures for evaluations of all district employees: certified instructional staff, classified staff, administrators, and administrative support staff not covered by either the BUC or BAEA negotiated agreements.

Evaluation of Tenured Teachers

Tenured staff will receive a formal evaluation and evaluation conference a minimum of once per school year.

- Performance observations and evaluations may be performed by any qualified district administrator either individually or as a member of an administrative evaluation team. The evaluating administrator or administrative team has the discretion to place the certified staff member on a professional development plan, a plan of improvement, or an Administrative Plan of Assistance.
- A post evaluation conference will be held within seven (7) school days of the staff member receiving the written evaluation except in cases of illness, injury, emergency or mutual arrangement between the staff member and building Principal.
- Certified staff members may submit a written response to the evaluation document no later than ten (10) days after receipt of the evaluation. The response will be attached to the evaluation document as an addendum and placed in the employee's personnel file.

Evaluation of Non-Tenured Teachers

Non-tenured staff will receive a formal evaluation and evaluation conference a minimum of once per each semester.

- Performance observations and evaluations may be performed by any qualified district administrator either individually or as a member of an administrative evaluation team. The evaluating administrator or

administrative team has the discretion to place the certified staff member on a professional development plan, a plan of improvement, or an Administrative Plan of Assistance.

- A post evaluation conference will be held within seven (7) school days of the staff member receiving the written evaluation except in cases of illness, injury, emergency or mutual arrangement between the staff member and building Principal.
- Certified staff members may submit a written response to the evaluation document no later than ten (10) days after receipt of the evaluation. The response will be attached to the evaluation document as an addendum and placed in the employee's personnel file.

Employment Recommendations - Tenured and Non-Tenured Teachers

Performance evaluations may be used as the basis for employment recommendations to the Board of Trustees. Recommendations may constitute dismissal or non-renewal of contract. A non-tenured teacher who is non-renewed by the Board of Trustees may not use the grievance procedure to challenge the non-renewal decision.

Classified Employees - Non-Probationary

Non-probationary classified employees will be evaluated a minimum of once per year by their immediate supervisor. The Supervisor may perform multiple evaluations to address performance deficiencies or request evaluation assistance from other supervisors, administrators, or an evaluation team comprised of both. Employees who work only during the school year should be evaluated prior to May 15th of each year.

Classified Employees - Probationary

Probationary Classified employees should be evaluated within three (3) months of the start of employment and again prior to the end of the sixth (6) month probationary period. The Supervisor may perform multiple evaluations to address performance deficiencies or request evaluation assistance from other supervisors, administrators, or an evaluation team comprised of both.

Employment Recommendation - Probationary and Non-Probationary Classified Employees

Performance evaluations may be used as the basis for employment recommendations to the Board of Trustees. Recommendations may constitute dismissal or, in the event of a probationary employee, termination of employment without cause prior to the end of the probation period.

Administrative Staff

The Superintendent shall evaluate administrative staff prior to June 15th of each year utilizing the Administrative Evaluation Instrument, Exhibit 5222 - E2.

Supervisory Staff

The Superintendent shall evaluate the Maintenance Director and Transportation Director a minimum of once a year. The Business Manager shall evaluate the Food Service Director a minimum of once a year. The Classified Personnel Evaluation Instrument shall be used, Exhibit 5222 - E1.

Administrative Support Staff

Those employees not covered by either the BAEA or BUC Collective Bargaining Agreement shall be evaluated annually by the Superintendent or Business Manager using the Classified Personnel Evaluation Instrument.

Certified Non-Teacher Employees

Employees such as the school nurse and school counselor have specialized job assignments where the standard certified evaluation instrument may not be appropriate. The Superintendent is authorized to prepare evaluation instruments specific to the duties of these positions.

Superintendent

The Superintendent will be evaluated by the Board of Trustees in accordance with Policy 6110, Administration.

Legal Reference: MCA 20-4-204, 20-4-206 and/or 20-4-207

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