

## PERSONNEL

Evaluation of Non-Administrative Staff

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. Employees in a position covered by a collective bargaining agreement will be evaluated based on the terms of the applicable agreement.

The evaluation process shall identify what skill sets are to be evaluated, include both summative and formative elements, and include an assessment of the non-administrative staff member's effectiveness in supporting every student in meeting rigorous learning goals through the performance of the educator's duties.

For employees covered by a negotiated agreement, there may be additional considerations or conditions defined in that document. In such situations, those aspects will be used to guide the evaluation process. Where a specific conflict exists between those agreements and this policy, the requirements of the negotiated agreement shall prevail.

Employees shall be evaluated on a regular basis. Classified employees shall be provided performance feedback at least once each year. The Superintendent shall designate who shall perform the evaluations of each employee; normally they will be done by the employee's supervisor. The Superintendent will develop an evaluation instrument for each position within the District.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed in the staff member's personnel file. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent.

## Legal References:

[10.55.601, ARM](#)      [Accreditation Standards: Procedures](#)  
[10.55.724, ARM](#)      [Evaluation](#)

## Cross References:

Policy History:

Adopted on:            4.8.2014  
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