

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GCOA-R

EVALUATION OF CERTIFIED STAFF – PROCEDURES

Certified and Supervisor Personnel Evaluation System

General Guidelines:

1. Building administrators will be responsible for evaluating staff assigned to their building.
 - a. Non-administrative certified staff will follow the District and WDE approved evaluation instrument; policy **G – Personnel Certified Evaluation Templates**.
 - b. Refer to Policy GCOA-E for evaluation timelines.
2. District-level special education staff will be evaluated by the Special Education Director.
 - a. Non-administrative certified staff will follow the District and WDE approved evaluation instrument; policy **G – Personnel Certified Evaluation Templates**.
 - b. Refer to Policy GCOA-E for evaluation timelines.
3. Administrators and supervisors will be evaluated by the superintendent or assistant superintendent.
 - a. Administrative staff will follow policies **CDA/CFB and the MCREL Educator Evaluation System**.
 - b. Supervisors will follow policies; **GDO and GDO-E Support Staff Evaluation**.
4. A copy of each evaluation will be presented to the evaluatee within five school days of a summative evaluation conference..
5. After receiving a written evaluation, evaluatees will be allowed (10) school days to submit a written response. Responses will be attached to the appropriate document.
6. All building/district level personnel files are the property of the district and all documents contained therein will remain in the district.
7. The District will ensure that newly hired certified employees will receive training on the District evaluation model during their first 60 days of employment. This will include a thorough review of district policy on staff evaluation.

Adopted: 11/20/2017