

1 **5222 PERSONNEL**

2 Evaluation of Non-Administrative Staff

3 Each non-administrative staff member’s job performance shall be evaluated by the staff member’s direct
4 supervisor. Non-tenured certified staff shall be evaluated, at a minimum, on at least an annual basis.
5 Tenured certified staff members may be evaluated according to the terms stated in the current collective
6 bargaining agreement. The evaluation model shall be aligned with applicable district goals, standards of
7 the Board of Public Education, and the district’s mentorship and induction program. It shall identify what
8 skill sets are to be evaluated, include both summative and formative elements, and include an assessment
9 of the educator’s effectiveness in supporting every student in meeting rigorous learning goals through the
10 performance of the educator’s duties.

11 The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an
12 opportunity to discuss the evaluation. The original should be signed by the staff member and filed with
13 the Director of Human Resources. If the staff member refuses to sign the evaluation, the supervisor
14 should note the refusal and submit the evaluation to the Director of Human Resources.

15 Evaluation of Classified Staff

16 Each classified staff member’s job performance will be evaluated by the staff member’s direct supervisor.
17 The supervisor will provide a copy of the completed evaluation to the staff member and will provide
18 opportunity to discuss the evaluation. The original should be signed by the staff member and placed in
19 the personnel file. If the staff member refuses to sign the evaluation, the supervisor should note the
20 refusal and submit the evaluation to the Director of Human Resources.

21 Cross Reference:
22 Policy 5231-5231R - Personnel Records

23 Legal Reference:
24 ARM 10.55.701 (4)(a)(b) Board of Trustees

25 Policy History:
26 Adopted on: July 1, 2000
27 Revised on: November 10, 2014
28 Revised on: March 26, 2018