

## EVALUATION OF STAFF

The Executive Director shall institute and maintain a comprehensive program for the evaluation of all Pikes Peak BOCES (PPBOCES) personnel, including teachers, specialized service professionals, principals, licensed administrators, other administrators or supervisors, paraprofessionals, and other support staff .

The purpose of staff evaluations shall be to assist staff in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs, enhance professional growth and development and level of performance of staff, and to assist in meeting the goals of the PPBOCES. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for an unsatisfactory performance dismissal proceeding under state law, if applicable.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by staff member and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-evaluation.

All licensed administrators or principals that administer, direct, or supervise the instructional program shall be evaluated consistent with state law.

The basic requirements of the evaluation system shall be:

1. All licensed staff shall be regularly evaluated by properly licensed supervisors who have principal or administrator license and training in evaluation skills which will enable them to make fair, professional, and credible evaluations of the personnel whom they are responsible for evaluating.
2. All evaluations shall be conducted in a fair and friendly manner and shall be based on predetermined written criteria which pertain to the staff member's position.
3. Standards for satisfactory performance of staff and criteria which can be used to determine whether performance meets such standards shall be developed. Performance criteria shall be stated in the job description.
4. Evaluation standards and criteria shall be given in writing to all staff and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
5. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation and peer, parent, or student input obtained from standardized surveys. All data on which an evaluation judgment is based will be documented to the extent possible and available for

the staff member's review.

6. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn.
7. All written evaluation reports shall be specific as to performance strengths and weaknesses, specifically identify if and when a direct observation was made, identify data sources, and contain a written improvement plan, if needed. The written improvement plan shall be specific as to what improvements if any are needed in performance.
8. The staff member concerned shall have an opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it. The evaluation document shall be reviewed by a supervisor of the evaluator whose signature also shall appear on it. If the Executive Director is the evaluator, the signature shall be that of the Chairperson of the Superintendents' Advisory Council.
9. If the staff member disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

The Executive Director shall make regular reports to the Board concerning the outcome of administrator evaluations.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy, or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any condition prerequisite relative to renewal of contracts, transfer, assignment, dismissal, or other employment decisions relating to PPBOCES personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvement or remediation plan shall not be grievable under the PPBOCES' formal grievance process.

All employment decisions remain within the sole and continuing discretion of the PPBOCES Board, subject only to the conditions and limitations as may be prescribed by Colorado law.

Adopted: May 28, 2009  
Revised: June 15, 2015

LEGAL REFS.: C.R.S. 22-9-101 *et seq.* (*Licensed Personnel Performance Evaluation Act*)  
C.R.S. 22-32-109 (1)(jj) (*board duty to identify areas in which principals  
may need professional development*)  
C.R.S. 22-32-126 (*employment and authority of principals*)

CROSS REFS.: BDFA\*, District Personnel Performance Evaluation Council  
GCOE\*, Evaluation of Evaluators