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3 **PERSONNEL**

5222

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5 Evaluation of Non-Administrative Staff

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

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17 The supervisor will provide a copy of the completed evaluation to the staff member and will  
18 provide opportunity to discuss the evaluation. The original should be signed by the staff member  
19 and filed with the Superintendent. If the staff member refuses to sign the evaluation, the  
20 supervisor should note the refusal and submit the evaluation to the Superintendent.

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

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27 Policy History:

28 Adopted on: March 10, 214

29 Reviewed on: March 10, 2014

30 Revised on: March 10, 2014