

## Staff Evaluation

- A. It shall be the duty of the Executive Director and appropriate Supervisors to provide annual written or RANDA evaluations of the performance of all personnel in the BOCES.
- B. Personnel evaluations shall be designed and administered in a manner to provide recognition for outstanding performance, a basis for promotion, and a means for improvement of duties.
- C. Separate evaluation forms have been designed for professional support, professional administrative, and instructional services staff.
- D. Written evaluations of personnel will be reviewed and signed by the employee during a conference with the evaluator.
- E. The Executive Director will review and sign all written evaluations.
- F. A copy of the evaluation will be filed in the employee's personnel file or available on RANDA.
- G. Evaluation Forms

All CBOCES' staff evaluation forms are available from your Program Director.

**Evaluation forms for the central office professional/administrative and support staff are as follows:**

1. Professional/Administrative Staff Performance Appraisal
2. Support Staff Performance Appraisal
3. Employee Action Plan
4. Improvement Plan

**Evaluation Time Lines for central office Professional/Administrative and Support Staff are:**

1. For Classified Professional and Support Staff, a preliminary conference will be set between the primary supervisor and the employee by November 15<sup>th</sup>
2. Employee shall submit an Employee Action Plan
3. Supervisor and employee will review Action Plan
4. Review and revise Job Description
5. If revisions are made, submit copy to Human Resources
6. An optional mid-year conference may be scheduled to review progress on or to revise Action Plan
7. All new employees will receive a performance review within the first 90 days
8. Performance Pay Plan is tied to the evaluation process for Professional/Administrative and Support staff and performance determines the percentage increase each year
9. Annual evaluations shall be completed, signed, and submitted to the Executive Director **no later than June 1<sup>st</sup>**
10. For employees not meeting position requirements as detailed on performance

appraisal forms, notification must be made to the Executive Director **no later than May 15<sup>th</sup>**

H. The Teachers and Special Service Providers Evaluation System

GENERAL PURPOSE

The purposes of employee evaluation are:

1. To improve instruction/services and enhance the implementation of programs.
2. To ensure that professional employee performance is aligned with Performance-based Standards for Colorado Teachers and Special Service Providers.
3. To monitor and improve the performance of employees.
4. To measure the level of employee performance as a primary basis for such employment recommendations as promotion, retention, and termination.

GENERAL ASSUMPTIONS

The process of employee evaluation is:

1. Generally positive with an emphasis on continuing to meet Centennial BOCES performance expectations.
2. A cooperative process that involves the person being evaluated and his or her evaluator in working to improve the effectiveness of services provided by the employee.
3. To evaluate performance on stated job duties and be a framework for developing meaningful professional growth goals.

EVALUATION CRITERIA

1. Four standards outline performance expectations of teachers, special service providers, and instructional paraeducators. Standards areas are: (1) communication, (2) professional responsibilities, (3) professional development, and (4) instruction or special service. Standards 1, 2, and 3 are the same for all teachers and special service providers. Standard 4 includes responsibilities specific to the employee's assignment in the organization. (Since specific employee assignment responsibilities may change from one contract year to the next, the descriptors and indicators for Standard 4 may be adjusted annually and/or when an employee in the position transfers from the position or is terminated.)
2. Indicators of performance for each standard provide statements about the expectations for successful performance.
3. Descriptors of the indicators provide the evaluator and the employee with a more detailed description of behavior/performance that is consistent with each

indicator.

## RATING

The following ratings are used for employee evaluation:

**Acceptable** rating = *Meets all Standards OR is In Progress* toward meeting all Standards.

3 *Meets Indicator* – Based on the professional judgment of the evaluator, the employee's performance matches descriptors for each indicator.

2 *In Progress toward Indicator* – Based on the professional judgment of the evaluator, employee demonstrates growth toward performance that matches the descriptors for each indicator. An *In Progress* rating for an indicator requires that the evaluator write a comment on the *Summative Evaluation Record*.

**Unacceptable** rating = Does not meet one or more Standards

1 *Does Not Meet Indicator* – Based on the professional judgment of the evaluator, employee performance does not match the descriptors for an indicator (of a Standard). A *Does Not Meet Indicator* rating requires that the evaluator write a comment on the *Summative Evaluation Record* below the indicator (of the Standard).

## PROFESSIONAL DEVELOPMENT PLANS

Employees participate with evaluators in developing an annual *Professional Development Plan* (see form following procedure) when ratings are **Acceptable** for ALL standards on the *Summative Evaluation Record*. Generally, each employee will develop a *Professional Development Plan* when the employee's average numerical rating is between 1.76 and 3.0.

## IMPROVEMENT PLANS

When any standard is rated **Unacceptable** or the employee's average numerical rating is 1.75 or below, an *Improvement Plan* must be developed and approved by the Director/Principal. An *Improvement Plan* consists of: (1) a statement of measurable objective(s), (2) a listing of activities to accomplish the objective(s), (3) assistance to be provided by the Director/Principal, (4) a reasonable timeline for accomplishing the objective(s), and (5) the evidence to be provided that the objective(s) has been accomplished.

If the next *Summative Evaluation Record* following the completion of the *Improvement Plan* reflects an acceptable performance rating on all standards, the employee will develop a *Professional Development Plan*. If the next *Summative Evaluation Record* following the completion of the *Improvement Plan* reflects an unacceptable performance rating, the evaluator will recommend an employment status of (1) retain pending successful completion of an additional *Improvement Plan*, (2) non-renew, or (3) terminate. If the employee wishes to appeal an unacceptable performance rating, s/he must write a letter to the CBOCES Director of the Human Resources office within two weeks of the date of the *Summative Evaluation Record* requesting a meeting

to present information relevant to the appeal. Any further appeal must be requested within two weeks of the meeting with the Director of Human Resources to the CBOCES Executive Director.

## PROCEDURE

Evaluation forms include (1) *Summative Evaluation Record* including purpose and procedural information, (2) *Professional Development Plan*, (3) *Pre-observation*, (4) *Observation* (5) *Additional Employee Performance Information and Improvement Plan*.

Methods of information collection may include but are not limited to (1) formal observation, (2) informal observation, (3) evaluator/employee conference, (4) written input from students, parents, and peer/colleagues, (5) student achievement data, (6) self-evaluation, (7) written administrators' input, and (8) other information specified.

Evaluators will formally observe first year teachers, special service providers and instructional paraeducators a minimum of once each semester. Evaluators will formally observe teachers, special service providers and instructional paraeducators who are retained in subsequent years a minimum of once annually.

Following the observation/data gathering cycle, a summative conference will be scheduled to discuss the evaluator's written draft of the *Summative Evaluation Record*. The employee will have the opportunity to provide comments. All evaluations will be conducted in a manner so as to observe the legal and constitutional rights of the employee. Electronic devices used without the consent of the employee being evaluated shall gather no evaluation information.

## EVALUATION FORMS FOR TEACHERS AND SPECIAL SERVICE PROVIDERS

1. Audiologist
2. Certified Occupational Therapy Assistant (COTA)
3. Child Find Coordinator
4. Counselor
5. Early Childhood Ed Teacher
6. Paraeducator
7. School Psychologist
8. Registered Occupational Therapist
9. School Nurse
10. School Social Worker
11. School to Work Alliance Coordinator
12. School to Work Specialist
13. Special Ed Cognitive Needs Teacher
14. Special Ed Emotional Disabilities Teacher
15. Special Ed Teacher of Hearing Impaired
16. Speech / Language Pathologist
17. Teacher

18. Transitions Coordinator
19. Vision Specialist

## EVALUATION ANNUAL TIMELINES FOR TEACHERS AND SPECIAL SERVICE PROVIDERS

August or September: (1) Performance areas, standards, indicators, and descriptors are provided to each employee by the Weld Opportunity High School Principal or the Director of Special Education.

End of October: (2) *Professional Development Plans* are submitted to the office of Human Resources by the Weld Opportunity High School Principal or the Director of Special Education.

September – March: (3) Observations, conferences, and other data-gathering is conducted by the Weld Opportunity High School Principal or the Director of Special Education or designee.

May 15: (4) For employees with *Unacceptable* rating on one or more of the performance standards, notification must be made to the Executive Director of Centennial BOCES by the Weld Opportunity High School Principal or the Director of Special Education or designee. The *Summative Evaluation Record* including the employment status recommendation for each employee with an *Unacceptable* rating must be submitted to the Executive Director of Centennial BOCES.

June 1: (5) Written annual *Summative Evaluation Records* are drafted by the Weld Opportunity High School Principal or the Director of Special Education or designee. The *Summative Evaluation Records* are reviewed and signed by the employee and the evaluator during a conference with the evaluator. (Employee comment may be added within 5 working days of the date of the summative evaluation conference.) Then, the *Summative Evaluation Records* are submitted to the Executive Director of Centennial BOCES for review and signature. A copy of the *Summative Evaluation Record* is filed in the personnel file.