

## **Evaluation of Staff**

The board recognizes that the professional growth and evaluation of individual employees is important to improve the effectiveness and efficiency of the district. Staff are expected to perform the duties identified in their contracts and/or job descriptions, in addition to any other reasonable responsibilities that may be assigned or directed by their supervisor.

### **Certificated Teachers and Principals**

Evaluations for certificated teachers and principals will be in compliance with the requirements of chapter [28A.405 RCW](#) and applicable collective bargaining agreements or memoranda negotiated pursuant to chapter [41.59 RCW](#). The primary purpose of such evaluations will be to enhance and improve an employee's performance so as to improve student learning.

### **Certificated Support Personnel**

"Certificated support personnel" and "certificated support person" mean a certificated employee who provides services to students and holds one or more of the education staff associate (ESA) certificates pursuant to [WAC 181-79A-140\(5\)](#). ESA certification includes: school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers.

Certificated support personnel are considered non-classroom teachers for purposes of the Professional Growth and Evaluation System, and are not subject to the four-level rating system. The performance of certificated support personnel will be evaluated consistent with state law and applicable collectively bargained processes. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

### **Other Administrative Staff**

The performance of administrative staff other than certificated principals and assistant principals as referenced in the section above will be evaluated at least once per year. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

### **Classified Staff**

The performance of classified staff will be annually evaluated by his/her supervisor consistent with applicable collectively bargained processes. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

Cross References:                   5520 - Staff Development  
  5280 - Separation from Employment

Legal References: RCW 28A.400.100 Principals and vice principals – Employment of—Qualifications—Duties.  
RCW 28A.405.100 Minimum criteria for the evaluation of certificated employees — Revised four-level evaluation systems for classroom teachers and for principals — Procedures — Steering committee — Models — Implementation — Reports  
RCW 28A.405.220 Conditions and contracts of employment – Nonrenewal of provisional employees – Notice - Procedure  
RCW 28A.405.300 Adverse change in contract status of certificated employee – Determination of probable cause – Notice—Opportunity for hearing  
RCW 28A.405.110 Evaluations — Legislative findings  
RCW 28A.405.120 Training for evaluators  
RCW 28A.405.130 Training in evaluation procedures required  
WAC 181-79A-140 Types of certificates  
WAC 392-191A Professional Growth and Evaluation of School Personnel  
SHB 1346 Nurses in Schools - Authority - Supervision

Management Resources: 2017 - July Issue  
2015 - December Issue  
2013 - April Issue  
2013 - February Issue

Adoption Date: May 20, 201  
Sequim School District No. 323  
Classification: Essential  
WSSDA Revised Dates: 04.98; 12.00; 12.11; 02.13; 04.13; 12.15; 07.17

SSD \*11.17; 7.21;