



## Evaluation Policy

Pacific Coast Academy is committed to providing evaluation and assessment of all staff members on a continuing basis.

The purpose of the Pacific Coast Academy Governing Board approving this Evaluation Policy is to accomplish the following:

1. Outline the Purpose of the Evaluation
2. Establish the Frequency of Evaluations and the Evaluation Timeline
3. Establish Who Conducts the Employee Evaluations
4. Outline the Evaluation Sequence of Events
5. Establish the Use of Professional Growth and Improvement Plans
6. Outline the Record Keeping Process for All Evaluations

**1. Purpose of Evaluations:** The purpose of a staff evaluation is to safeguard and improve the quality of educational support and service received by students and families by the Charter School Employees.

**2. Frequency of Evaluations and Evaluation Timeline:** All staff will be evaluated during the 2020-21 school year or upon first year of employment.

General education certificated and classified staff who receive an average score from their evaluator of 4 or higher on a 5-point scale and continue to perform in good standing will be expected to complete a performance evaluation every-other year.

General education certificated and classified staff who receive an average score from their evaluator of 3 or lower on a 5-point scale will be evaluated on an annual basis. General education certificated and classified staff who demonstrate poor performance of job expectations will be evaluated on an annual basis, placed on a mandatory Improvement Plan, and a second review will be scheduled before one will receive a contract for the following year. One may be on a trajectory for their contract to not be renewed for the next school year.

Special education certificated and classified staff who receive an average score from their evaluator of 3 or higher on a 4-point scale and continue to perform in good standing will be expected to complete a performance evaluation every-other year.

Special education certificated and classified staff who receive an average score from their evaluator of 2 or lower on a 4-point scale and who demonstrate poor performance of job expectations will be evaluated on an annual basis, placed on a mandatory Improvement Plan, and a second review will be scheduled before one will receive a contract for the following year. One may be on a trajectory for their contract to not be renewed for the next school year.

Evaluations will be conducted in the spring of each school year and will be completed no later than thirty (30) calendar days before the end of the employee's scheduled work year.

**3. Who Conducts the Employee Evaluations:** The employee's immediate supervisor(s) will be responsible for evaluating the employees. The supervisor may delegate portions of the evaluation process to a designee, but the supervisor shall retain overall responsibility.

**4. Sequence of Events:**

- Self-Assessment and Form 700: the employee will complete their self-assessment of the evaluation (if applicable) and their Form 700 prior to their meeting with their supervisors. • Meeting with Supervisor: the employee and the employee's supervisor or designee will meet with the employee and conduct their evaluation.
- Employee's Time to Respond: the employee will be given the opportunity to respond to their supervisor's evaluation.
- Final Evaluation Report and Summary Conference: the evaluator shall prepare, complete and issue the Final Evaluation Report and give a copy to the employee during the final evaluation conference.

**5. Professional Growth and Improvement Plans:** Employees who receive an unsatisfactory evaluation (scoring below a score of 3 on the 5-point scale or a score of 2 on the 4-point scale) shall be placed on a Professional Growth and Improvement Plan. The employee's supervisor will confer with the employee making specific recommendations as to areas of improvement in the employee's performance and endeavor to assist the employee in his or her performance.

**6. Record Keeping:** A signed copy of the Final Evaluation and any supporting documents shall be kept on file with the HR Director.