



Cabrillo Point Academy

# Evaluation Policy

EVALUATION POLICY ..... 3

1. Purpose of Evaluations ..... 3

2. Frequency of Evaluations and Evaluation Timeline ..... 3

3. Who Conducts the Employee Evaluations..... 3

4. Sequence of Events..... 4

    Self-Assessment and Form 700 ..... 4

    Meeting with Supervisor ..... 4

    Employee’s Time to Respond ..... 4

    Final Evaluation Report and Summary Conference ..... 4

5. Performance Improvement Plans..... 4

6. Record Keeping..... 4

# EVALUATION POLICY

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

The purpose of the Cabrillo Point 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 Performance 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

Some returning staff will be evaluated. All staff new to the School or to the position will be evaluated.

Certificated and classified staff who receive an average score from their evaluator of 2.8 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. In addition, all positions designated by the Executive Director as leadership positions will be evaluated yearly.

Certificated and classified staff who receive an average score from their evaluator of 2.7 or lower on a 4-point scale will be evaluated on an annual basis. Certificated and classified staff who demonstrate poor performance of job expectations will be evaluated on an annual basis, placed on a Performance 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. The evaluation may also be conducted or managed by the supervisor's supervisor.

## 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. PERFORMANCE IMPROVEMENT PLANS

Employees who receive an unsatisfactory evaluation (scores that fall in the range of 0.0 - 2.0 on the 4-point scale) shall be placed on a Performance Improvement Plan. Employees who score between 2.1 - 2.7 may be placed on a Performance Improvement Plan based on supervisor's discretion.

## 6. RECORD KEEPING

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