

EVALUATION OF EMPLOYEES

The responsibility for evaluation of personnel is vested in the superintendent of schools. The Board of Education shall evaluate the superintendent of schools.

The procedure for evaluation of administrators will be in accordance with the Administrative Evaluation System adopted by the Board. The administrative responsibility for evaluation of the professional services of nonadministrative certificated personnel and recommendations for renewal or nonrenewal of contracts of certificated personnel rests with the building principal or, when not applicable, with the appropriate supervisory personnel. The procedure for evaluation of nonadministrative certificated personnel will be in accordance with the Professional Agreement ratified with the NEA-Topeka or policies adopted by the Board of Education.

The procedure for evaluation of classified employees will be in accordance with the classified Employees' Handbook adopted by the Board.

All evaluation procedures shall reflect the requirements of this policy and applicable statutes.

Evaluations shall be in writing and, together with responses thereto, shall be maintained in the personnel file of each certificated, classified, and administrative employee for not less than three years from the date each evaluation is made.

Every certificated employee in the first two consecutive school years of employment shall be evaluated at least one time per semester by not later than the sixtieth school day of the semester, except any such employee not employed for the entire semester needs not be evaluated. Every certificated employee during the third and fourth years of employment shall be evaluated at least one time each school year by not later than February 15, and after the fourth year of employment, every such employee shall be evaluated at least once every three years by not later than February 15 of the school year in which the employee is evaluated.

Evaluations for certificated personnel shall consider the efficiency, personal qualities, professional deportment, ability, results, and performance of the certificated employees; and in the case of teachers, consideration shall be given to capacity to maintain control of students.

Evaluations for certificated personnel shall reflect community attitudes toward, support for, and expectations with regard to educational programs.

The individual being evaluated shall participate in the evaluation by being afforded an opportunity for self-evaluation.

The written evaluation of an employee must be presented to the employee, who shall acknowledge such presentation by signing the document. The employee shall be given two weeks to submit a written response to the evaluation.

EVALUATION OF EMPLOYEES (continued)

Evaluations, except pursuant to a court order, shall be available only to the evaluated employee, the Board of Education, administrative staff designated by the Board, the school board attorney at the request of the Board, the State Board of Education pursuant to K.S.A. 72-7515, the Board and administrative staff of any school to which such employee applies for employment, and other persons the employee specifies in writing to the Board.