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3 **PERSONNEL**

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6 Performance Evaluations

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8 Performance evaluation instruments and the evaluation process should focus on improvement of
9 professional skills and effectiveness and also provide the basis for employment recommendations to the
10 Board of Trustees.

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12 The Superintendent is directed to create written procedures for evaluations of all district employees:
13 certified instructional staff, classified staff, administrators, and administrative support staff not covered by
14 either the BUC or BAEA negotiated agreements.

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16 Evaluation of Tenured Teachers/Non-Tenured Teachers will follow CBA

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18 Employment Recommendations – Tenured and Non-Tenured Teachers

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20 Performance evaluations may be used as the basis for employment recommendations to the Board of
21 Trustees. Recommendations may constitute dismissal or non-renewal of contract. A non-tenured teacher
22 who is non-renewed by the Board of Trustees may not use the grievance procedure to challenge the non-
23 renewal decision.

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25 Classified Employees – Non-Probationary

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27 Non-probationary classified employees will be evaluated a minimum of once per year by their immediate
28 supervisor. The Supervisor may perform multiple evaluations to address performance deficiencies or
29 request evaluation assistance from other supervisors, administrators, or an evaluation team comprised of
30 both. Employees who work only during the school year should be evaluated prior to May 15th of each
31 year.

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33 Classified Employees – Probationary

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35 Probationary Classified employees should be evaluated within three (3) months of the start of
36 employment and again prior to the end of the sixth (6) month probationary period. The Supervisor may
37 perform multiple evaluations to address performance deficiencies or request evaluation assistance from
38 other supervisors, administrators, or an evaluation team comprised of both.

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40 Employment Recommendation – Probationary and Non-Probationary Classified Employees

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42 Performance evaluations may be used as the basis for employment recommendations to the Board of
43 Trustees. Recommendations may constitute dismissal or, in the event of a probationary employee,
44 termination of employment without cause prior to the end of the probation period.

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4 Administrative Staff
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6 The Superintendent shall evaluate administrative staff prior to June 15th of each year utilizing the
7 Administrative Evaluation Instrument.
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9 Supervisory Staff
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11 The Superintendent shall evaluate the Maintenance Director and Transportation Director a minimum of
12 once a year. The Superintendent shall evaluate the Food Service Director a minimum of once a year. The
13 Classified Personnel Evaluation Instrument shall be used.
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15 Administrative Support Staff
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17 Those employees not covered by either the BAEA or BUC Collective Bargaining Agreement shall be
18 evaluated annually by the Superintendent or Business Manager using the Classified Personnel Evaluation
19 Instrument.
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21 Certified Non-Teacher Employees
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23 Employees such as the school nurse and school counselor have specialized job assignments where the
24 standard certified evaluation instrument may not be appropriate. The Superintendent is authorized to
25 prepare evaluation instruments specific to the duties of these positions.
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27 Superintendent
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29 The Superintendent will be evaluated by the Board of Trustees in accordance with Policy 6110,
30 Administration.
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32 Evaluation of Certified Staff
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34 Each certified staff member's job performance will be evaluated by the staff member's direct supervisor.
35 Certified staff members will be evaluated according to the terms stated in the current collective
36 bargaining agreement if applicable or once per year. The evaluation model shall be aligned with
37 applicable district goals, standards of the Board of Public Education, and the district's mentorship and
38 induction program. It shall identify what skill sets are to be evaluated, include both summative and
39 formative elements, and include an assessment of the educator's effectiveness in supporting every student
40 in meeting rigorous learning goals through the performance of the educator's duties.
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42 The supervisor will provide a copy of the completed evaluation to the staff member and will provide
43 opportunity to discuss the evaluation. The original should be signed by the staff member and placed in
44 the personnel file. If the staff member refuses to sign the evaluation, the supervisor should note the
45 refusal and submit the evaluation to the Superintendent.
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4 Evaluation of Classified Staff
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6 Each classified staff member's job performance will be evaluated by the staff member's direct
7 supervisors. The supervisor will provide a copy of the completed evaluation to the staff member and will
8 provide opportunity to discuss the evaluation. The original should be signed by the staff member and
9 placed in the personnel file. If the staff member refuses to sign the evaluation, the supervisor should note
10 the refusal and submit the evaluation to the Superintendent.
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13 Cross Reference: Policy 5231-5231P Personnel Records

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15 Legal Reference: 10.55.701(4)(a)(b), ARM Board of Trustees
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18 Policy History:

19 Adopted on: 08/14/1995

20 Revised on: 7/16/98, 6/1/2000, 08/10/06

21 First reading on: 12/8/21

22 Second reading/Adopted on: 1/12/22