

# Evaluation Policy

## Clarksville Charter School

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Clarksville Charter School is committed to providing evaluation and assessment of all staff members on a continuing basis.

The purpose of the Clarksville Charter School 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. Outline Opportunities for Professional Growth
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 and to provide staff with important feedback to improve their practice and identify options for professional growth and development.
- 2. Frequency of Evaluations and Evaluation Timeline:** Every staff member will be evaluated annually or biennially, per administrator discretion. 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 supervisors 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 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 to review the employee's performance and discuss the written 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.
- 5. Opportunities for Professional Growth:** The employee's supervisor may identify opportunities for professional growth. It is not a right of any employee to be provided a performance plan.
- 6. Record Keeping:** A signed copy of the Final Evaluation and any supporting documents

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## **Evaluation Policy** Clarksville Charter School

shall be kept on file with the HR Director.



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