



## **GCOA - EVALUATION OF INSTRUCTIONAL STAFF**

In accordance with state law, the Board shall establish a performance evaluation system which shall serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure professional growth and development and level of performance of licensed personnel. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

The Board shall consult with district administrators, teachers, parents, and the advisory school district personnel performance evaluation council in developing the evaluation system. A process shall be developed to conduct an on-going review of the evaluation system.

The basic requirements of the evaluation system shall be:

1. The Board shall require regular evaluation of all full-time and part-time teachers by administrators/supervisors who have administrative licenses and education and training in evaluation skills which will enable them to make fair, professional, and credible evaluations of the personnel whom they are responsible for evaluating.
2. Evaluations shall be conducted in a fair and friendly manner and shall be based on written criteria which pertain to good teaching and the staff member's particular position.
3. Standards for satisfactory performance of licensed personnel and criteria which can be used to determine whether performance meets such standards shall be developed. The district personnel performance evaluation council shall be an active participant in the development of standards of performance.
4. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation. All data on which an evaluation judgment is based will be documented to the extent possible and available for the teacher's review.
5. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn.
6. An evaluation document shall be prepared in writing. The evaluation document shall be specific as to performance strengths and weaknesses, specifically identify when a direct observation was made, identify data sources, and contain a

written improvement plan. The written improvement plan shall be specific as to what improvements, if any, are needed in performance.

The staff member concerned shall have an opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it. The evaluation document shall be reviewed by a supervisor of the evaluator whose signature also shall appear on it.

7. The system shall contain a process which shall be followed when a teacher's performance is deemed unsatisfactory. In accordance with state law, this process shall provide for a notice of deficiencies, a remediation plan, and an opportunity to correct the deficiencies.

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

The content of the evaluation, the ratings given, and any improvement or remediation plan shall not be grievable under the district's formal grievance process.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy, or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal, or other employment decisions relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law.

Adopted: April 1972  
Revised: September 1973  
Revised: August 1976  
Revised: April 1991  
Revised: August 11, 1997  
Revised: November 9, 1998

**LEGAL REFS:**

C.R.S. 22-9-101, et. seq. (Certificated Personnel Performance Evaluation Act)  
C.R.S. 22-63-301  
C.R.S. 22-63-302(8)

CROSS REFS:

BDFA, District Personnel Performance Evaluation Council

CFBA, Evaluation of Evaluators

GCQF, Discipline, Suspension, and Dismissal of Professional Staff (And Contract Nonrenewal)

CONTRACT REF:

Employee Agreement, Section Ae, Evaluations, and subcodes

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NOTE:

Policies and regulations in the GC section (Professional Staff) pertain only to instructional and administrative staff members.