

4700 PERSONNEL PERFORMANCE EVALUATION**4710 EVALUATION OF CERTIFICATED/LICENSED PERSONNEL**

- A. The Englewood Schools shall be in full compliance with the Certificated Personnel Performance Evaluation Act and the Guidelines of the Colorado Department of Education pursuant to HB 1338, the Certificated Personnel Performance Evaluation Act.
1. The purposes of evaluation of certificated/licensed personnel shall include:
 - a. To serve as a basis for the improvement of instruction
 - b. To enhance the implementation of programs of curriculum
 - c. To serve as a measurement of the professional growth and development of certificated licensed personnel
 - d. To serve as the measurement of satisfactory performance for individual personnel and serve as documentation for an unsatisfactory performance dismissal proceeding [22-9-106 (1) (d)]
 2. All probationary teachers shall receive at least two documented observations and one evaluation that results in a written report each academic year according to Englewood Schools evaluation procedures.
 3. All non-probationary teaching staff will receive at least one documented observation each academic year. In addition, a minimum of one-third the non-probationary teaching staff shall receive an evaluation resulting in a written report each year (Over the course of three years, all certificated/licensed teaching staff members shall be evaluated at least once.) according to Englewood Schools Evaluation Procedures.
 4. A principal may elect to evaluate any or all of the remaining two-thirds of the non-probationary teaching staff in any given year.
 5. Any teacher may request to be evaluated in any given year.
 6. Remediation Evaluation procedures shall be separate from Performance Evaluation procedures and shall follow guidelines in Englewood Schools Plan for Remediation Evaluation.
 7. Evaluations must be conducted in a manner so as to observe the legal and constitutional rights of evaluatees [22-9-106 (2)].
 8. It shall be the responsibility of the Superintendent of Schools to evaluate the performance of each certificated/licensed employee and to recommend to the Board of Education any appropriate action to be taken as a result of such evaluations. The responsibility for the cooperative development of procedures for the evaluation of certificated/licensed personnel shall rest with the Superintendent of Schools. Responsibilities for the evaluation of certificated/licensed personnel may be delegated by the Superintendent of Schools to other administrators.
 9. All reports of evaluation by principals shall be submitted to the Superintendent of Schools for review and verification that appropriate evaluation processes were followed in compliance with HB 1338 and HB 98-1089. Formal evaluation reports shall become part of the evaluatee's personnel record.

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10. Administrative personnel shall be evaluated yearly by each administrator's designated supervisor. All reports of evaluation shall be forwarded to the Superintendent for review and verification that appropriate evaluation processes were followed.
11. Copies of report of evaluation shall go to the teacher, Principal and Executive Director of Personnel Services.