

Evaluation of Classified Staff

The district has adopted an evaluation system designed to ensure the highest quality of services for the district's students, staff and community. This system shall assist supervisors and classified employees in understanding the evaluation process.

However, classified staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the superintendent and shall have only those employment rights expressly established by Board or district policy. Nothing in this policy shall diminish the district's ability to employ classified staff members only for such time as the district is in need of or desirous of the services of such employees. The district reserves the right to discipline or terminate the employment of a classified staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

The evaluation system is designed to:

1. Improve or support teaching and learning
2. Enhance implementation of curricular programs
3. Measure professional growth, development and performance
4. Promote and improve communications between the employee and supervisor
5. Provide insight and feedback regarding the employee's performance, including areas of strength, opportunities for growth, and need for improvement
6. Provide recognition for outstanding performance
7. Ensure that consistent procedures and uniform performance standards are used for the evaluation of all employees who hold the same position
8. Explain the responsibilities of the employee and employer in the evaluation process
9. Provide additional information that may relate to personnel decisions

Adopted by the superintendent: February 26, 2014

Revised and recoded by the superintendent: July 17, 2019

CROSS REF.:

Administrative policy:

GBDA, Board-Staff Meet and Confer

Evaluation of Classified Staff

The superintendent has developed procedures for evaluating the performance of classified employees.

While adherence to the following procedures is not required for purposes of making personnel decisions, the following shall be followed to the extent feasible.

Each classified employee will be evaluated at least once each year (no later than May 31) by his or her primary supervisor. The primary supervisor will discuss the Classified Employee Evaluation Form with the employee and a signed copy of the form will be given to the employee at that time.

Classified, employee evaluations will be sent to the superintendent or designee by the employee's primary supervisor. The evaluation will be reviewed by the superintendent or designee and placed in the employee's permanent file.

New employees

The performance of each new classified employee will be evaluated at least once during the first 90 days of employment. A copy of the Classified Employee Evaluation Form will be signed by the employee and his or her primary supervisor and given to the employee. The primary supervisor will discuss the standards of performance and behavior required of the employee in the position for which he or she is appointed.

Primary supervisors

A classified employee's primary supervisor is responsible for his or her evaluation, with input from the building principal as appropriate. Primary supervisors are as follows:

1. The primary supervisor of a food service worker is the kitchen manager, who is supervised by the food service coordinator, who is supervised by the director of finance.
2. The primary supervisor of a custodian is the head custodian, who is supervised by the director of operations, who is supervised by the superintendent or designee.
3. The primary supervisor of a bus driver and district mechanic is the transportation coordinator, who is supervised by the superintendent or designee.
4. The primary supervisor of a secretary or aide is the building principal, who is supervised by the superintendent.
5. Itinerant classified employees will be evaluated by an administrator designated by the superintendent, with input from all other administrators whose building receives services from that itinerant classified employee.

“At will” status of classified staff

Classified staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the superintendent and shall have only those employment rights expressly established by district policy. Nothing in this regulation shall diminish the district’s ability to employ classified staff members only for such time as the district is in need of or desirous of the services of such employees. The district reserves the right to discipline or terminate the employment of a classified staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

Approved by the superintendent: February 26, 2014

Revised and recoded by the superintendent: July 17, 2019

Evaluation of Coaching Staff

Philosophy –

It is Weld County Re-3J philosophy that activities are for the students. Decisions will be based on what is good for students. Equity between programs is an essential part of activities at any school. We will honor all activities and stress equity between programs. Our programs will be successful, good, and appropriate for students.

Evaluation of Head Coaches –

Weld County Re-3J also believes in supporting coaches and sponsors, helping them to gain the training and knowledge needed to provide the best experience possible for the student.

Coaches in Weld County School District Re-3J are hired on a one-year contract. The athletic director will evaluate head coaches every year using standards and evaluation forms provided in these administrative procedures (Exhibit A). Successful demonstration of these standards will help determine renewal of contracts.

Coaching Evaluation Standards:

Coaches will build and maintain a successful program. Success will be determined by showing improvement in the program from start to finish and by a long-term review of the program. It is understood that a season's record or success may vary from year to year due to injuries, student talent, etc. However, the program should not remain in stasis. Goals, training for coaches, etc., should be implemented to move programs forward.

Coaches will be required to keep variety of timely and accurate records. Coaches will be required to keep various records throughout the year. These may include but are not limited to season records, inventory, storage areas, transportation requests, assistant evaluations, offseason program activities, etc.

Coaches will maintain a positive relationship with the community. Many people in the community have expressed an interest in establishing a stronger connection between elementary and secondary activities. Establishing these connections will foster a better relationship with the community as well as strengthen secondary programs. Coaches will be required to use two different activities to build this connection. A list of possible ideas will be provided to help you meet this goal. Head coaches will also assist junior high coaches in developing their programs.

Coaches will demonstrate a systematic communication system to be used with students, parents, and the community. Appropriate communication is a key to success for any organization. Coaches will demonstrate appropriate communication systems to effectively deal with parents, students, administration, assistant coaches, etc.

Head coaches and sponsors will be required to fill out evaluations on their assistant coaches (Exhibit B). It is the head coach's responsibility to meet with the activities

director in a prompt fashion to share evaluations and recommendations for assistant coaches.

Coaching recommendations – The athletic director will offer the following recommendations at the end of a season:

Recommendation for rehire – Coaches and sponsors can be automatically recommended for rehire. This will happen when the district is comfortable that the program is moving forward and is providing the best experience possible for students.

The position is open for all applicants – This recommendation does not mean that a coach or sponsor is automatically not going to be rehired. This recommendation will be used when the district wants to explore other possibly qualified candidates who might be available. This recommendation will be used when the district feels a new approach might be appropriate for the betterment of students. The current coach is welcome to apply for the position and will be treated fairly.

Recommendation for nonrenewal – This recommendation will be used when the evaluation process shows that the coach or sponsor has been inappropriate and harmful to students. Coaches and sponsors may be terminated at any point during a season if they are inappropriate and place students in danger.

Evaluation Rubric:

- 4 - The employee demonstrates above proficiency on the benchmark or standard. The employee has gone far and above the expectations of what was asked of them.
- 3 - The employee demonstrates proficiency in the benchmark or standard. The employee has shown they have completed the task adequately.
- 2 - The employee has not demonstrated proficiency in the benchmark or standard. They have shown that they are working toward the task but have not achieved district goals.
- 1 - There is little or no evidence of the employee meeting the benchmark or standard.

Approved: September 26, 2012

Reviewed and recoded: July 17, 2019