

1 **Potomac Elementary**

2
3 **PERSONNEL**

5222

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5 Evaluation of Non-Administrative Staff

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7 Each non-administrative staff member's job performance will be evaluated by the Principal.
8 Non-tenured certified staff shall be evaluated, at a minimum, on at least an annual basis. Tenured
9 certified staff members may be evaluated according to the terms stated in the current collective
10 bargaining agreement if applicable.

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12 The evaluation model shall be aligned with applicable district goals, standards of the Board of
13 Public Education, and the district's mentorship and induction program. It shall identify what skill
14 sets are to be evaluated, include both summative and formative elements, and include an
15 assessment of the educator's effectiveness in supporting every student in meeting rigorous
16 learning goals through the performance of the educator's duties.

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18 The Principal will provide a copy of the completed evaluation to the staff member and will
19 provide opportunity to discuss the evaluation. The original should be signed by the staff member
20 and filed with the Principal. If the staff member refuses to sign the evaluation, the Principal
21 should note the refusal and put it in their file.

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23 *Legal Reference:* *ARM 10.55.701(4)(a)(b)* *Board of Trustees*

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25 Policy History:

26 Adopted on: March 14, 2011
27 Reviewed on: November 9, 2015
28 Revised on: December 14, 2015