

300 PERSONNEL, continued

314 Evaluation

The Superintendent shall prepare, and the Board of Directors shall approve, regulations related to the evaluation of all ESD employees.

300 PERSONNEL, continued

- 314 Evaluation, continued
- R314.1 Classified Personnel
- R314.1a All classified employees shall be evaluated annually by their supervisor and/or department head.
- R314.1b All new classified employees shall be evaluated by their supervisor or department head within six (6) months of employment.
- R314.1c Probation for Classified Employees
- R314.1c1 New Employees - The first six (6) months of employment as a classified employee of the ESD shall be considered a probationary period, and the provisions of Regulation R314.1c are not otherwise applicable to classified employees during their first six (6) months of employment.
- R314.1c2 If at any time the supervisor or department head determines that the work of a classified employee is not satisfactory, that determination shall be reported to the Human Resources Department.
- R314.1c3 The Human Resources Department, upon receipt of a report of unsatisfactory performance by a classified employee, shall consult with the appropriate supervisor or department head to make a determination whether the employee should be placed on probation.
- R314.1c4 If the Human Resources Department concludes that the employee should be placed on probation, the Human Resources Department shall issue written notice of probation to the employee, identifying specific deficiencies, making recommendations for corrective action, and indicating the duration of the probation.

Adopted 1-20-77

R314.1 amended 3-26-91

R314.1a amended 1-23-79; 2-22-83; 3-26-91

R314.1b amended 1-23-79; 2-22-83; 1-24-84; 3-21-89; 3-26-91

R314.1c amended 3-26-91

R314.1c1 adopted 3-26-91

R314.1c2 adopted 3-26-91; amended 2-23-93

R314.1c3 adopted 3-26-91; amended 2-23-93

R314.1c4 adopted 3-26-91; amended 2-23-93

300 PERSONNEL, continued

314 Evaluation, continued

R314.1 Classified Personnel, continued

R314.1c5 The duration of the probation for a classified employee shall be determined by the Human Resources Department.

R314.1c6 Upon completion of the probationary period, the Human Resources Department, in consultation with the appropriate supervisor or department head, shall determine whether the requirements of the probationary period have been met. If the requirements have been met, the employee shall be removed from probation and shall be notified. If the requirements of the probation have not been met to the satisfaction of the supervisor or department head and the Human Resources Department, the Human Resources Department may either notify the employee of continuation of the probation or may recommend to the Superintendent that the employee be discharged. See Policy 317 and Regulation 317.1.

R314.1c5 adopted 3-26-91; amended 2-23-93

R314.1c6 adopted 3-26-91; amended 2-23-93

R314.1d deleted 1-24-84

300 PERSONNEL, continued

314 Evaluation, continued

R314.2 Certificated Personnel

R314.2a The evaluation of certificated employees shall be carried out in accordance with RCW 28A.405.100.

All certificated staff shall be evaluated annually by their immediate supervisor.

Because the ESD does not have positions designated as "principals," for the purpose of this provision, the evaluation responsibilities designated to "principals" in school districts, under RCW 28A.405.100, shall be performed by individuals holding certificates assigned to the following positions in the ESD:

Specialized Student Services

- 1) Associate Superintendent for Specialized Student Services
- 2) Regional Coordinator
- 3) District Coordinator
- 4) Program Supervisor
- 5) Director, Special Education
- 6) Director, School Improvement/Staff Development for Early Childhood Special Education

Children, Youth and Family Services

- 1) Associate Superintendent for Children, Youth and Family Services
- 2) Regional Coordinator
- 3) Coordinator, School Programs

Instructional Services and Technology

- 1) Associate Superintendent for Instructional Services and Technology

School and Agency Operations

- 1) Coordinator, Traffic Safety Education

R314.2b All provisional employees shall be observed at least once for a total observation time of at least thirty (30) minutes during the first ninety (90) calendar days of their employment period.

R314.2 adopted 1-24-84; amended 4-24-84; 3-26-91

R314.2a amended 4-24-84; 11-26-85; 3-29-88; 8-28-90; 3-26-91; 9-24-91; 2-23-93; 9-28-93; 8-23-94; 9-26-95; 2-25-97; 2-24-98; 2-22-05

R314.2b amended 3-26-91

300 PERSONNEL, continued

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| 314      | Evaluation, continued   |
| R314.2   | Certificated Personnel, continued   |
| R314.2c  | <p>All employees shall be evaluated using the appropriate version of the form entitled "Performance Evaluation." Said performance evaluation shall contain the following:</p> <ol style="list-style-type: none"> <li>1) Criteria set forth in chapter 392-191 WAC. <p style="margin-left: 40px;">Determination of the extent to which an employee is meeting each criterion will be determined by reference to the "Possible Indicators" contained in "Evaluation of Certificated Teachers and Certificated Support Personnel in the State of Washington" (Superintendent of Public Instruction, January 1977)</p> </li> <li>2) General competencies which all ESD employees are required to exhibit</li> <li>3) Competencies specific to each position description.</li> </ol> |
| R314.2d  | Probation   |
| R314.2d1 | Certificated employees (but not including provisional employees) whose performance has been determined to be unsatisfactory shall be notified in writing of stated specific areas of deficiencies along with a suggested specific and reasonable program for improvement at any time after October 15th.  |
| R314.2d2 | A probationary period of sixty (60) school days shall thereby be established and conducted consistent with the provisions of RCW 28A.405.100.   |
| R314.2d3 | The establishment of a probationary period shall not be deemed to adversely affect the contract status of an employee within the meaning of RCW 28A.405.300.  |
| R314.2d4 | Immediately following the established probationary period that does not produce the performance change(s) detailed in the initial notice of deficiencies and improvement program, the employee may be removed from his/her assignment and placed in an alternative assignment for the remainder of the school year consistent with the provisions of RCW 28A.405.100.   |

R314.2c adopted 1-24-84; amended 4-24-84; 3-29-88; 3-26-91; 2-23-93

R314.2d adopted 3-26-91; amended 2-24-98

300 PERSONNEL, continued

314 Evaluation, continued

R314.2 Certificated Personnel, continued

R314.2d5 Lack of necessary improvement during the established probationary period as specifically documented in writing with notification to the probationer shall constitute grounds for a finding of probable cause under RCW 28A.310.250, 28A.405.300, or 28A.405.210.

300 PERSONNEL, continued

- 314 Evaluation, continued
- R314.3 Confidential Conferences -- Certificated Personnel
- R314.3a Each certificated employee shall have the opportunity for a confidential conference with his/her immediate supervisor twice in each school year. Such confidential conference shall have as its sole purpose the aiding of the supervisor in his/her assessment of the employee's professional performance. RCW 28A.405.100(3)
- R314.3b Requests for confidential conferences shall be submitted in writing to the supervisor.
- R314.3c The supervisor will make arrangements for the conference to be held no more than thirty (30) days after receipt of the request and notify the employee in writing of the date, time and place of the conference.