

## CHAPTER 6.00 – HUMAN RESOURCES

### ASSESSMENT OF EMPLOYEES

6.40

- I. The Superintendent shall develop or select personnel performance assessment systems for all staff.
- II. Each member of the instructional and administrative staff shall receive, at a minimum, an annual evaluation by his/her immediate administrative supervisor. Each member of the classified staff shall receive an evaluation when deemed necessary, but no less than once every three years, by his/her immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the Superintendent.
- III. A copy of each employee's evaluation report shall be filed in the District Human Resources office.
- IV. The assessment of all employees shall be based on observations of the individual's work by his/her immediate supervisor and shall be made at least once each year prior to reappointment. Evaluation of instructional personnel and school administrators shall include indicators of student learning growth.
- V. The Superintendent shall arrange for the assessment of all principals, supervisors and administrative personnel as required by law.
- VI. The principal and/or administrator supervising personnel shall arrange for the assessment of all employees under his/her supervision as required by law.
- VII. Prior to preparing the written report of the assessment, the individual being assessed shall be informed as to the criteria and the procedure to be used.
- VIII. The written report of the assessment shall be reviewed with the employee and discussed with him/her by the person who made the assessment.
- IX. An employee may respond to an assessment in the manner provided by law or other approved procedures.

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**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1008.36, 1012.22,  
1012.27, 1012.34, F.S.

**HISTORY:** ADOPTED: 08/31/01  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: 4.122, 5.105

**NOTES:**

**Please Refer To:** Teacher Performance Appraisal System Handbook  
Human Resources Procedures Manual: Classified Section  
Administrative Performance Appraisal Manual