

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 new instructional staff shall receive two evaluations within the first year. 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 classified employee's evaluation report shall be filed in the District Human Resources office. Instructional and administrative evaluations are on file in the online Sarasota Instructional Improvement System.
- 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.

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): 2/7/12
FORMERLY: 4.122, 5.105**

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NOTES:

Refer To: **Teacher Evaluation System Handbook**
Human Resources Procedures Manual: Classified Section
School Leader Evaluation System (AES) - Florida/School Leader
Assessment