

6Gx53-3.004 EVALUATIONS:

A written evaluation shall be processed at least once each school year.

I. Superintendent's Responsibility: It is recognized that the law charges the Superintendent with the full responsibility of making recommendations to the Board with regard to all personnel matters.

A. Procedures/Criteria: The Superintendent shall establish procedures and criteria for evaluating the job performance of all personnel in the District.

B. Evaluation Process: The evaluation process serves the Superintendent in the continuing effort to improve the quality of service to education in the public schools of the District.

1. Continuous Improvement: Notwithstanding the formal evaluation procedures in place, the Superintendent is charged with the responsibility of taking the necessary steps to bring about continuous improvement.

2. Positive Role Models: The Superintendent can reasonably require that employees be positive role models within the educational community.

II. Procedures: Prior to any assessment, all employees shall be fully informed of the criteria and procedures associated with the evaluation process.

A. Written Evaluation: The employee shall be given a copy of the written evaluation that shall be disclosed and discussed with the employee by the person responsible for preparing the report.

B. Performance Rating: The Superintendent shall determine the final performance rating based upon a thorough review of the written evaluation together with all other pertinent information available.

C. Unsatisfactory Performance: Employees are subject to personnel actions which may include transfer, suspension, demotion, or dismissal for unsatisfactory performance based upon, but not limited to, those charges outlined in 3.005-I, Disciplinary/Hearing Procedures.

1. Notification of Performance Deficiencies: The employee shall be given reasonable notice of performance deficiencies which could result in personnel action or as otherwise provided in the various Collective Bargaining Agreements.

a. Written Recommendations: The employee shall also be provided with written recommendations to correct the specific areas of unsatisfactory performance within a prescribed period of time.

b. Correct Deficiencies: The evaluator shall thereafter confer with the employee, make recommendations with respect to specific areas of unsatisfactory performance, and provide assistance in helping to correct such deficiencies within a reasonable, prescribed period of time, all of which shall be reduced to writing and signed by the evaluator.

2. Written Response: The employee shall have the right to initiate a written response to the evaluation that shall become a permanent attachment to the employee's personnel file.

III. Personnel File: A written record of each evaluation shall be filed in the employee's personnel file maintained at the District office.

A. Confidentiality: The current written evaluation shall be held as confidential information for a period of one (1) year from the date of such report.

B. Inspection: During that one (1) year period the written evaluation may be inspected only by the School Board, the Superintendent, the principal, the employee, and for just cause by such other persons as the employee or Superintendent may authorize in writing.

IV. Addendum to Evaluation: In the exercise of sound discretion, the Superintendent or designee may order an interim evaluation if it is determined that the same is needed to fulfill the statutory obligation of continued

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improvement, which addendum shall be attached to and made a part of the most recent evaluation.

V. Disclosure: Prior to conducting any evaluation, the evaluator shall submit written notification to their immediate supervisor for the purpose of disclosing any family or business relationship with an employee subject to evaluation by said evaluator in order to determine if a fair and impartial evaluation can be made.

Statutory Authority: Florida Statutes 1001.32, 1001.41, 1001.42, and 1001.43

Laws Implemented: Florida Statute, Chapter 1012, Personnel

Adopted: July 26, 1972

Readopted: January 18, 1992

Amended: