

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### EMPLOYEE EVALUATION POLICY

All employees of the Urban Pathways K-5 College Charter School (“Charter School”) have the continuing responsibility of engaging in a program of evaluation consistent with legal and professional guidelines. Such evaluation shall seek to make each employee more effective in achieving the goals of the Charter School.

The Chief Executive Officer (“CEO”) shall have the authority to develop a system-wide program in accordance with the law, the charter, professional standards, and the guidelines of this policy.

#### A) Guidelines

- 1) Procedures such as use of evaluation forms shall be uniform for each employee category.
- 2) Major emphasis shall be placed on the identification and development of the knowledge, skills, and attitudes that improve employee competency.
- 3) To the greatest extent, evaluation shall be cooperative with effort made to involve the employee in developing specific performance goals and methods for attaining such goals.
- 4) Findings shall be objective involving citing observable and verifiable data.
- 5) Employee strengths, as well as weakness, should be recognized.
- 6) The goals of Charter School shall be the determining factors in any recommendation.
- 7) All materials shall be held confidential, shared only as the law may provide.
- 8) The wording of any report shall be clear in language and intent.
- 9) The employee shall be permitted to file a response to any supervisor's recommendation.

- 10) The Board of Trustees shall have final approval in compensation, termination, and renewal of personnel.

B) Administrative Staff Evaluations

Administrative staff must be evaluated to determine the quality of effort they are putting into their jobs and to determine how the instructional process is being supervised.

Each administrative staff member in the Charter School receives a written evaluation at least once each year, completed by the CEO.

An administrative staff/CEO conference is held to discuss the evaluation, sign the official forms, and discuss areas of commendations and recommended improvement.

Administrative staff employees sign their evaluation to acknowledge that they have reviewed the evaluation and may submit additional comments to be attached to their evaluation if they wish.

The CEO is responsible for overseeing the evaluation of administrative staff.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**