

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

Section 2000 Governing Board

2007 Evaluation of Certificated Personnel

Board Action: APPROVED

Effective Date: 8-20-15

Overview of the Evaluation Process

The School shall conduct evaluation of certificated personnel on a regular basis as specific in the employee's contract or other Human Resources policies and procedures. At such times, each employee meets individually with his or her supervisor, and the supervisor reviews and discusses each employee's job performance. The supervisor often prepares and presents a written evaluation to the employee, and a copy of the evaluation retained in the employee's personnel file.

Purpose of Evaluations

The evaluation process serves a number of important purposes for both employees and supervisors. Evaluations provide employees:

- feedback on their work quality;
- feedback on their overall work performance;
- feedback on their work behavior;
- feedback on student/parent/administration/staff comments received;
- feedback on strengths and weaknesses;
- an opportunity to gain insights into the supervisor's perceptions of work performance;
- and opportunity to become aware of the supervisor's concerns;
- an opportunity to learn what the supervisor views as important to be successful at the corporation; and
- an opportunity to learn how to improve and enhance performance.

Employee evaluations provide supervisors the opportunity to:

- provide feedback to employees;
- critique employees' work performance;
- recognize employees' achievements and accomplishments;
- recognize contributions employees' have made to the corporation;
- recognize measurable progress or improvements made in employees' performance;
- identify employees' work strengths and weaknesses;
- provide employees with guidance and suggestions for improvement; and
- discover how the employee's work aligned with the corporate vision, mission, goals, and objectives.

What Supervisors Evaluate

Although the scope and format of evaluations vary widely among corporations, supervisors commonly evaluate and rate employees' performance in the following areas:

- work quality
- work performance
- work output
- work attitude
- work behavior
- student/parent/administration/staff satisfaction

Supervisors also evaluate how well or appropriately employees:

- present themselves (in both manner and appearance);
- accept criticism;
- follow instructions and directions;
- get along with fellow workers and management;
- follow procedures and policies; and
- demonstrate interest in, and commitment to, the corporation.

Employee Input Regarding a Low Evaluation

If an employee receives a low rating on an evaluation, and feels certain it was made in error, the employee should discuss it with the supervisor.