

**I. PURPOSE**

Athlos Academy of St. Cloud strives to maintain a highly professional staff at all times. In order for the staff to continuously grow in expertise, evaluations will take place throughout the year in accordance with Minn. Stat. §122A.40 and board-approved evaluation plans.

**II. POLICY**

A. Educator Evaluation Program:

1. The Director and/or a designee will conduct performance reviews and planning sessions with all full-time and part-time employees at least once per year, and every employee will receive an annual Performance Review based on an annual calendar of evaluations.
2. The Director or individuals designated by the Director may conduct formal or informal evaluations and planning sessions more often if they, or the employee, choose to.
  - a. Staff should understand that lesson plans are not due to the Director on a weekly basis, but that unannounced evaluations will be common as a means of ensuring meaningful, goal-oriented teaching.
3. The process for coaching, supporting, and evaluating teaching at Athlos is described in the “Athlos Teacher Development & Coaching” document, available upon request. Administrator Evaluation

- B. The Athlos Academy of St. Cloud governing board is responsible for ensuring that the administrator is evaluated with respect to the Educator Leadership Standards outlined in *Board Policy 2006*.

C. Results of Evaluation Program

1. Athlos Academy of St. Cloud’s evaluation programs shall encourage Professional Development.
  - a. The evaluation system shall identify educators and administrators who do not meet expectations for performance and provide support as appropriate which may include:
    - i. Providing employees with mentors, coaches, specialists in effective instruction;

## Employee Evaluations Policy

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- ii. Setting timelines and benchmarks to assist employees toward greater improved effectiveness and student achievement.
2. Athlos Academy of St. Cloud shall maintain records and documentation of required educator evaluations.
3. The results of the educator evaluation system shall:
  - a. Include a plan for recognizing educators who demonstrate exemplary professional effectiveness, at least in part, by student achievement;
  - b. Identify potential employment consequences, including discipline or dismissal, if an educator fails to meet performance expectations; and
  - c. Include a review or appeals procedure for an educator to challenge the evaluation that provides for adequate and timely due process for the educator.

### **Legal References:**

[Minn. Stat. §122A.40](#) (Employment)

### **Related Documents:**

The Four Domains of Teacher Practice Policy 4029