

Policy of the Board of Trustees

C Series

CBI-E

NORTH COUNTRY CHARTER ACADEMY STAFF EVALUATION

The Principal will cause all professional staff to be evaluated for performance and effectiveness through a written evaluation procedure. Evaluation will be consistent with but not limited to the Performance Evaluation and Planning (PEP) form.

Performance Evaluation and Planning (PEP) Form

Employee's Name:

Job /Classification/Title:

Department:

Manager/Supervisor Name and Title:

Review Period: From
To

Review Type and Date: Annual Review
Date

Purpose:

The purpose of PEP is to provide summary feedback to staff members on their performance for the year, and to provide clear goals and development plans for the coming year.

Instructions

Please complete each section of the form below. For additional information, please see the Form Instructions.

Section 1: Evaluation of Past Year

Section 1A: Job Responsibilities

Section 1B: Individual Goals

Section 1C: Behaviors

Section 1D: Manager's Overall Evaluation

Section 2: Plan for Coming Year

Section 2A: Goals for Coming Year

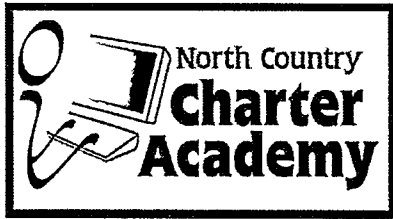
Section 2B: Development Plan

1st Reading: October 20, 2011

2nd Reading: December 15, 2011

Adoption: January 24, 2012

Proposed Reconsideration: January 2016



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Section 1A: Evaluation of Job Responsibilities
Comments on performance of job responsibilities

Section 1B: Evaluation of Individual Goals
Comments on performance on individual goals (measurable actions and results)

Section 1C: Evaluation of Behaviors
Comments on behaviors demonstrated

Section 1D: Manager's Overall Evaluation (required section)
Summarize the employee's performance, discussing areas of strength and areas for improvement.
Provide Overall Evaluation.

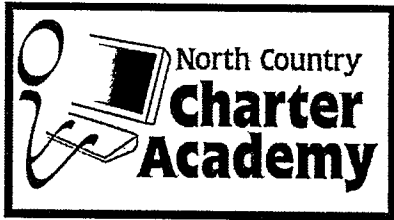
Employee comments on any aspect of the performance evaluation.

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Section 2A: Goals for Coming Year

Goal Description and Measures

1.

2.

3.

4.

Section 2B: Development Plan

Area for Development Describe Development Activities

1.

2.

Signatures (Required section)

Principal Employee Next Management Level

Date Date Date

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