

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 5 Human Resources
Title	BP 5030 Employee Evaluations
Number	BP 5030
Status	Active
Legal	SB 10-191 Chavez/Huerta K-12 Preparatory Academy Charter School Contract
Adopted	April 12, 2016
Last Reviewed	March 31, 2016

Chavez/Huerta K-12 Preparatory Academy (CHPA) will conduct a minimum of one evaluation for all current employees per academic year.

1. Per educational requirements outlined by the State of Colorado, the Colorado Department of Education, and SB 191, all instructional faculty, counselors, and principals will be evaluated using the Colorado State Evaluation System currently referred to as RANDA.
2. All non-instructional staff at CHPA will be evaluated using the process determined by the Executive Director in consultation with the Human Resources Department and Principals.

At a minimum all evaluation processes will include the following elements:

- a. Self-Evaluation component
 - b. Mid-year Review with supervisor and employee
 - c. Final Review with supervisor and employee
 - d. Appeal process for employee being evaluated
3. The CHPA Executive Director will be evaluated annually using the standards and process determined by the CHPA Board of Directors.

All Final Evaluations and supporting documents will be turned into the Human Resources Department by the end of the academic year for record keeping and determination of continued employment.

Last Revised April 4, 2016