

STAFF EVALUATION

The Board of Education through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment in accordance with Article 24A of the School Code.

It is the purpose of the program of staff assessment to:

- A. strive for the improvement of the total District program;
- B. stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education;
- C. ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- D. establish a process of continuous and systematic professional staff member evaluation.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

**BOARD OF EDUCATION  
GENEVA COMMUNITY UNIT  
SCHOOL DISTRICT #304**

PROFESSIONAL STAFF  
3220/page 2 of 2

†The **evaluation of licensed staff shall be in accordance with the** Evaluation of certified **Educator Licensed Employees** Act, a negotiated agreement or contract, and the Superintendent's administrative guidelines. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by contractual agreement or State law.

105/24A

Adopted 6/26/06  
To Policy 10/26/15