Evaluation Policy

The Head of Schools, Chief Operating Officer, Flex Director, Assistant Directors, Teachers, Learning Coaches and Education Assistants are evaluated on a regular basis. Evaluations are intended to celebrate what staff are doing well, offer input and support for areas of growth, and ensure people feel seen and valued for their hard work at HCOS.

Evaluations for all positions are conducted by the staff person's direct supervisor, with the Head of Schools and Chief Operating Officer being evaluated by the KCCS Board of Directors.

School staff members are evaluated every second year. Supervisors have latitude for the timing of support staff evaluations, while school leadership positions will be generally evaluated in February and March, and teachers are evaluated in April and May (on five year cycles, after an evaluation the first year).

Recently-hired staff members who have a 90-day period review in their first year of employment do not need an additional review within the same calendar year. Their first regular evaluation can take place in their second year at HCOS, unless the supervisor feels it necessary to have one sooner.

Steps:

1. Staff member completes a self-evaluation
2. Supervisor completes a staff evaluation
3. A face to face meeting (on Zoom or in person) occurs, with accompanying notes documented and comments added if applicable
4. Evaluation meeting summary form is completed and signed by the supervisor and staff person
5. Evaluation forms are submitted to HR
6. Tracking spreadsheet is checked off signifying that the evaluation is complete

Supervisors may initiate an evaluation outside of the regular scheduled frequency at the Supervisor's discretion. The Head of Schools and/or Chief Operating Officer should be made aware of circumstances that may warrant an additional evaluation, and provide approval to ensure unbiased decision making. If so, the staff person will be informed in writing that they will be evaluated sooner than scheduled.

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