

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	BP 5030 Employee Evaluations
<b>Number</b>	BP 5030
<b>Status</b>	Active
<b>Legal</b>	SB 10-191 Chavez/Huerta K-12 Preparatory Academy Charter School Contract
<b>Adopted</b>	April 12, 2016
<b>Last Reviewed</b>	May 9, 2023

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 President/Chief Executive Officer 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 President/Chief Executive Officer 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** May 16, 2023