

PERSONNEL

EDUCATIONAL SUPPORT PERSONNEL - EVALUATION

The supervision of every employee shall include continuing evaluation and constructive suggestions toward improvement of performance. In addition to the continuing evaluation, there shall also be a formal evaluation procedure.

The purposes of the formal evaluation are:

1. Assessment of performance for retention, reassignment, promotion or salary advancement.
2. Improvement of performance through constructive suggestions which will help the individual realize his/her full potential.
3. Maintaining in each employee's personnel folder a record of his/her performance in the District.

Evaluation Schedule

Except as otherwise provided under a collective bargaining agreement, each full-time support staff employee shall be formally evaluated a minimum of once annually. The supervisor of each full-time employee will complete a performance report for the employee in his or her area of responsibility, using the form applicable to the job classification. A copy shall be given to the employee and discussed with him or her. The original shall be signed by the employee and filed with the Personnel Office.

The supervisor of each part-time support staff employee will complete, when appropriate, a performance report for the employee's record.

Evaluation Instruments

The Superintendent shall design and revise the evaluation instruments as necessary. The evaluation instruments will implement the policies of the School Board.

In the development and revision of evaluation instruments, the Superintendent shall give consideration to the recommendations and reactions of those who will be affected. Evaluation instruments require review and approval by the School Board.

Evaluation instruments shall be disseminated to all persons affected by them and filed in the Board Policy Manual. Evaluation instruments shall be numbered to correspond to the Board Policy to which they relate.

Adopted: March 10, 1983
Revised: February 8, 1996
Revised: November 4, 1999