

EVALUATION OF SUPPORT STAFF

The Superintendent will cause evaluation of support staff employees by their immediate supervisors and/or the Principal. The evaluation will cover the major areas of the employee's responsibilities. These evaluations must be completed in compliance with any master contracts which apply.

The Board intends to seek and maintain the best qualified staff to provide quality education for students. A dedicated and effective support staff of employees is important to the ultimate attainment of district goals. In keeping with this objective there will be an ongoing appraisal of the performance of staff in the following areas including but not limited to:

1. Specific work assignment
2. Attitude toward children
3. Attitude toward public education
4. Attitude toward supervisor, teachers, fellow employees, and public.
5. Work habits.
6. Skills needed to complete work assignment
7. Willingness to improve/upgrade skills needed.

Each employee will be given an explanation of his or her duties and responsibilities and guidance in performing them satisfactorily by his or her immediate supervisor.

Proposed: 09/20/99

Adopted: 10/18/99

Revised: 04/03/00

Adopted: 05/01/00