

POLICY

2003

Goals & Objectives

EVALUATION OF SUPPORT STAFF

The Board of Education believes that the evaluation of support staff is an essential component of supervision and decision-making regarding staff promotions and retention. The Board therefore directs the Superintendent of Schools to develop standards and procedures for the evaluation of all support staff with the understanding that the Superintendent will share the procedure with the Board for its review and comment.

All service personnel will undergo such evaluation once yearly, in cooperation with his/her immediate supervisor.

The purpose of support staff evaluations are:

1. to provide an objective basis for employee improvement;
2. to maintain salaries commensurate with job requirements and responsibilities; and
3. to ensure that employees meet performance standards.

Adoption date: July 2003