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. Evaluations of support staff will be conducted as follows:

1. The Building Principals will be responsible for the evaluation of building custodial personnel. Three written evaluations shall be submitted to the Assistant Superintendent for Business and Human Resources.
2. The Director of Facilities will be responsible for the evaluation of district maintenance personnel. The building principals will be involved in the evaluation of district maintenance personnel. Three written evaluations will be submitted to the Assistant Superintendent for Business and Human Resources.
3. The Assistant Superintendent for Business and Human Resources will be responsible for the evaluation of the Director of Facilities. An annual written evaluation shall be filed with the Superintendent.
4. The Building Principals will be responsible for the evaluation of classroom aides, media assistants and noon hour aides. An annual written evaluation shall be filed with the Office of Business and Human Resources.

If the support staff member is represented by an employee organization, then the evaluation will be in accordance with the terms of the applicable collective bargaining unit.

The purposes of support staff evaluations are:

1. to provide an objective basis for employee performance and improvement; and
2. to ensure that employees meet performance standards.

1st Reading November 20, 2000
2nd Reading & Adoption December 20, 2000
1st Reading December 20, 2011
2nd Reading and Adoption: January 24, 2012
1st Reading for Re-adoption: February 27, 2018
2nd Reading & Re-adoption: March 27, 2018