

EVALUATION OF SUPPORT STAFF

The board delegates to the superintendent or the superintendent's designee the responsibility to develop evaluation procedures for all support personnel. Such procedures are subject to board approval.

Support personnel will receive written evaluations annually by their supervisor. Additional evaluations may be made as often as once a month for employees needing assistance and improvement.

Probationary employees will be evaluated at least twice during the probationary period, and at least annually thereafter.

To the extent applicable to the position, the evaluation criteria will include, but is not limited to, the following components:

1. Working knowledge of areas of responsibility.
2. Professional Growth.
3. Judgment, logical thinking, problem solving, creativity and imagination.
4. Fulfillment of assigned responsibility, without neglecting some areas.
5. Adherence to policies of the Board.
6. Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum development, program/project development.
7. Staff relations.
8. Student relations.
9. Communication skills.
10. Teamwork
11. Flexibility and adaptability.
12. Use of materials in resources in the area of responsibility.

Pursuant to state law, any record or document, regardless of physical form, created by the district in connection with the evaluation of staff constitutes personnel information and is not open to inspection or copying.

Adoption date: July 13, 2009

Revised on February 13, 2017