

Educational Support Personnel

Evaluation

Each educational support staff member's job performance shall be evaluated by his/her direct supervisor. The evaluation process includes scheduled annual evaluations, on forms applicable to the job classification, and day-to-day appraisals. Supervisors should consider the employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperativeness. Evaluations should be completed before the annual salary review.

Supervisors shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Superintendent.

As appropriate, supervisors should discuss job performance issues that require attention with employees.

ADOPTED: July 18, 2005