

Educational Support Personnel

Evaluation

The Chief School Business Official, in collaboration with the Superintendent, is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in School Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150
(Personnel Records)

Adopted by Board Action 09/03/1985
Amended by Board Action 04/08/1991
Amended by Board Action 07/03/2001
Amended by Board Action 03/12/2009
Amended by Board Action 05/11/2017