

## **SUPPORT STAFF EVALUATION**

The development of a strong, competent support staff and the maintenance of high morale among this staff, are major objectives of the Board. Finding the right employees to fill vacancies, determining assignments and equitable work loads, establishing wage and salary policies which encourage employees to put forth their best efforts, evaluating employee achievements, and providing a good atmosphere in which to work are some of the major duties of the Board. To fulfill these duties, the Board delegates to the Superintendent or his or her designee the responsibility to develop evaluation procedures for all support personnel.

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 once during the probationary period, and at least annually thereafter.

**Cross References: IA: Instructional Goals**

**1<sup>st</sup> Reading: 03/11/2013**

**2<sup>nd</sup>/Final Reading: 04/15/2013**