

Section 400 – Personnel
Support Staff - General
Support Staff Evaluation

File: 412.07

Classified employees will receive an evaluation at the end of the first three months of employment and again at the end of six months of employment. Additional evaluations will be on an annual basis at a time designated by the superintendent of schools but prior to the beginning of the up-coming school year. Evaluations will be done by an administrator or supervisor designated by the superintendent of schools. The evaluation forms will be designed by school administrators subject to the approval of the superintendent of schools. One copy of the completed evaluation will be provided to the employee and one copy will be kept in a confidential file in the office of the superintendent of schools. If they so decide, employees may append materials to the file copy of the evaluation.