

EVALUATION PROCEDURES OF NON-INSTRUCTIONAL STAFF

The basis of sound evaluation is the observation of Non-Instructional Staff performance of duties. Evaluators, primarily members of the school board, must be well acquainted with all of the factors which relate to the Non-Instructional employee's duties. A Non-Instructional employee's performance should be observed and evaluated under varying circumstances. The goal of the evaluation is to document and strengthen the employee's performance. The evaluator's reports are to be designed to support these purposes.

Observations of performance are to be conducted in various situations. For the purposes of good procedures, periodic observations are to be made by the evaluator. Following every formal observation, there shall be a personal discussion between the evaluator and the Non-Instructional employee. In instances where additional follow-up observations are indicated, this shall be noted so that every Non-Instructional employee has a clear understanding of the competence and corrective actions required to meet the standards.

The school board shall be primarily responsible to evaluate the Non-Instructional staff. The board shall designate a board member to conduct the evaluations. It is the evaluator's responsibility to maintain a written report, records of formal observations, and other relevant observations as are appropriate. Two copies of the evaluation instrument are to be made following each observation. One copy of the report is to be placed in the employee's personnel file, and one is to be given to the employee. Following each evaluation conference, both the Non-Instructional employee and the evaluator shall sign the reports and certify any alterations. The signature of a Non-Instructional employee on a report does not necessarily indicate that the employee agrees with the report, only that it has been read and a copy received. When an employee does not agree with the judgment or the substance of an evaluation by the supervisor, the employee may attach a statement or comments to that effect to the evaluation report or address the school board at the next scheduled meeting.

POLICY ADOPTED: 25 April 2005
POLICY AMEDED: 14 Dec 2009