

## EVALUATION OF SUPPORT STAFF

This Policy applies to all non-teaching employees (“Support Staff”) of the district. The superintendent or designee will regularly evaluate the performance of all support staff in the district. The primary purpose of the evaluation is to promote the continuous growth and development of support staff in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, school accountability pal with the goal of contributing to a positive education environment. Results of the evaluation may be used to inform employment and compensation decisions.

The procedures and instruments for support staff evaluation will be developed by the superintendent or designee, in consultation with building-level administrators and the applicable support staff supervisors, and will include:

1. Multiple ratings used to identify differentiated levels of performance.
2. An analysis of the employee's impact on the education environment.
3. Incorporation of meaningful and timely feedback between the evaluator and the support staff employee.
4. Evaluator training on the proper implementation of the evaluation instrument used by the district.

### Evaluation Process

The superintendent may delegate the responsibility for support staff evaluation to other administrators, but the superintendent is ultimately responsible for the performance of all employees. Evaluators will complete a written evaluation on all support staff assigned to them for evaluation. All employees will be given an explanation of their duties and responsibilities and will be provided with guidance as to how they may satisfactorily complete their assigned duties and responsibilities. In addition, all staff members will receive a copy of the applicable evaluation instrument in advance of their evaluation.

Evaluators will assess and monitor support staff growth in the following areas:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Initiative/Resourcefulness/Creativity
5. Dependability, including attendance and punctuality
6. Cooperation
7. Communication

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8. Impact on the education environment
9. Other areas as appropriate for the specific job

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: July 1, 2023  
Replaces Former 1998 Version of P4300

Revised: