

NON-CERTIFIED STAFF EVALUATION

Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the Agency.

Procedures and Instruments

The Agency will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

Frequency

The frequency of evaluations shall be established at the discretion of the Board.

Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same.

Comments and/or Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

Evaluators

The Agency shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel. When a teacher or director works with an instructional assistant, the teacher or director may be requested to provide objective input for consideration by the Administrator who is evaluating the instructional assistant.

Tentative Approval: August 8, 2011

FINAL APPROVAL: September 7, 2011