

Adopted:

463 NON-TEACHING STAFF EVALUATION

I. PURPOSE

The purpose of this policy is to set forth Crosslake Community School's policy and procedures for evaluating the performance of non-teaching staff.

II. GENERAL STATEMENT OF POLICY

A strong, competent non-teaching staff is essential to the smooth functioning of a school system. All employees shall make continuous efforts to improve their work and their supervisors shall assist them through supervision and evaluation processes.

The Director(s) or a designee has developed evaluation procedures for all non-teaching staff. Such plans shall ensure that support staff are evaluated at least once during their first six months of employment and at least annually thereafter.

III. DEFINITIONS

"Non-Teaching Staff" is defined as Office, Technology, Food Service, and Janitorial staff. Additional categories of staff members may be included at the discretion of the Director(s).

IV. PROCEDURES

A copy of the evaluation shall be signed by the employee and the evaluator and given to the employee. The evaluator shall discuss the standards of performance and behavior required of the employee in the position to which the employee is appointed.

An additional copy of the evaluation report, signed by the employee and the evaluator, will be reviewed by the Human Resources/Business Manager. The original copy of the fully signed report will be retained in the employee's file in the Human Resources/Business Manager's office.

Policy 463 Non-Teaching Staff Evaluation Policy is also found in the Staff Handbook.