

### 5:320 Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies as well as in compliance with State law and any applicable employee handbook.

**Please refer to the following current agreements:**

**Collective Bargaining Agreement Between The Board of Education Oak Park Elementary School District 97 and The Oak Park Educational Support Professionals Association**

**Collective Bargaining Agreement Between The Board of Education for Oak Park Elementary School District 97 and The Oak Park Teacher Assistants' Association**

**Collective Bargaining Agreement Between The Board of Education for Oak Park Elementary School District 97 and Local No. 73, Service Employees International Union**

For employees not covered by these agreements:

The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable employee handbook.