

## *Document Status: Draft Update*

### Educational Support Personnel

#### **5:320 Evaluation**

Please refer to the current “Agreement Between the Board of Education, School District #74, Lincolnwood, Illinois and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.” [PRESSPlus1](#)

#### **For employees not covered by this Agreement:**

Each educational support staff member's job performance shall be evaluated by his/her direct supervisor. The evaluation process includes scheduled annual evaluations, on forms applicable to the job classification, and day-to-day appraisals. Evaluations should be completed before the annual salary review.

Supervisors shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Superintendent.

As appropriate, supervisors should discuss job performance issues that require attention with employees.

ADOPTED: October 18, 2012

REVISED: September 2, 2021

REVIEWED: September 2, 2021

**Comments:** Brian Bare asked us to include for additional information, if applicable on all such policies 9/2/21

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at [www.iasb.com](http://www.iasb.com), to determine whether changes are necessary. **Issue 110, October 2022**

## Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

### 1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

### 2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)