

Adopted:

## **464 PARAPROFESSIONAL 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 paraprofessional staff.

### **II. GENERAL STATEMENT OF POLICY**

A strong, competent paraprofessional 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 paraprofessional staff. Such plans shall ensure that paraprofessional staff are evaluated at least once during their first six months of employment and at least annually thereafter.

### **III. DEFINITIONS**

"Paraprofessional staff" is defined as paraprofessionals, kids care teachers, and teacher's assistants.

### **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 464 Paraprofessional Staff Evaluation Policy is also found in the Staff Handbook.