

EVALUATION OF CLASSIFIED STAFF

The ongoing development of classified staff is a responsibility of the Board of Education. To fulfill this responsibility, the board of education delegates to the superintendent the responsibility to develop evaluation procedures for all classified personnel.

Classified personnel will receive written evaluations based on the *Classified Supervision/Evaluation Report* (4510FM). Classified employees will meet with their supervisor annually to review their growth plan. Evaluations will occur annually for those in their first three years of service, and every other year thereafter. Additional evaluations may be made as often as needed, and at the discretion of the immediate supervisor.

The supervision/evaluation process will:

—Be aligned with the mission, vision and belief statement for the district; district staff development expectations and building criteria developed by the principal with input from the employee.

—Be reviewed annually for the first three years of employment, and every other year thereafter. This will consist of goals, defined time lines for completion of the goals, a plan of action defining specific training, activities, actions or learning that will be accomplished; measurement to determine accomplishment of the goal and a self-appraisal segment.

—The supervisor and the employee will meet for an initial growth plan conference before October 30. The growth plan will be reviewed by the supervisor and the employee as needed during the year. The supervisor and the employee, before June 1, will review and adjust the growth plan for the following year or evaluation cycle. All supervision/evaluation reports will be filed with the superintendent's office by June 30.

—Provide for three major areas: 1) work ethic; 2) work quality and 3) customer focus. A comment section will also be included.

The supervision/evaluation report will be in writing and will be discussed by the supervisor and the employee. Both parties will sign and date copies of the written document. The results will be placed in the personnel file of the employee.

Adopted	<u>July 10, 1978</u>
Reviewed	<u>May 11, 1987</u>
Revised	<u>May 11, 1998</u>
Revised	<u>December 14, 1998</u>
Reviewed	<u>December 11, 2006</u>
Reviewed	<u>January 9, 2012</u>
Revised	<u>July 11, 2016</u>