

544 SUPPORT STAFF EVALUATION

All support staff will be evaluated annually by their assigned supervisor. The evaluations shall be based upon the duties and responsibilities outlined in the job description.

The instrument to be used will be explained to the individual being evaluated at the start of each school year. The supervisor will meet with the individual being evaluated for an end of the year conference. The evaluation will be discussed at that meeting. A copy of evaluation will be placed in the district personnel file.

APPROVED: January 09, 2012

REVISED: November 13, 2017

REVIEWED: May 24, 2021