

## EVALUATION OF SUPPORT STAFF

### Statement of Purpose

This policy requires the annual evaluation of all support staff and assigns responsibility for its completion.

### Statement of Policy

The Sanborn Regional School Board recognizes the fact that evaluation is necessary for all employees of the Sanborn Regional School District, and believes that it is a process that will promote and improve the overall performance of its support staff.

The Principal or Assistant Principal will evaluate all secretaries and paraprofessionals in the building.

The Director of Facilities will meet with each principal formally at least once each year prior to February 1<sup>st</sup> for the purpose of evaluating custodians. The Director of Facilities will evaluate all maintenance personnel.

The Superintendent of Schools or his/her designee will evaluate all non-certificated SAU personnel.

Support Staff shall receive a written evaluation report once each year, before May 15 and shall be afforded the opportunity to discuss its content with an administrator within thirty (30) days following his/her receipt. All written evaluations of an Employee's performance, by anyone in a supervisory position, shall be made available to the employee within thirty (30) days of the evaluation. Employees may be required by the Administrator to sign the completed evaluation form, but the employee's signature is not to be deemed to constitute agreement by the employee with its content. The employee shall be afforded an opportunity to insert comments on the form. Disciplinary action will not be taken by the Administrator on the basis of the employee's evaluations unless they were previously notified in writing, warning them of any potential disciplinary action. Evaluations will not be subject to the grievance procedure.

### Written Procedures

Evaluations will be completed by administrators using the district's electronic Supervision and Evaluation Module (i.e. My Learning Plan (OASYS) and will be available to staff members electronically in their online portfolio through this system. All evaluations will be dated and will require that the staff member review and respond to the evaluation.

Related Policy: GCO

Effective: August 4, 1976

Revised: October 26, 1976

Revised: October 3, 1984

Proposed revision: August 1998

Revised: June 1, 2011

Revised: December 7, 2011