

Policy No.: 412.07  
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## **SUPPORT STAFF EVALUATION**

Evaluation of support staff on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent. The goal of the written evaluation of support staff shall be to maintain support staff who meet or exceed the board's standards of performance, to clarify each support staff member's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It shall be the responsibility of the superintendent to ensure support staff have a written evaluation annually. New and probationary support staff shall have a written evaluation at least twice a year.

Cross Reference: 412.02 Support Staff Qualifications, Recruitment, Selection  
412.08 Support Staff Probationary Status