

## **Educational Support Personnel**

### **Evaluation**

Each educational support staff member's job performance shall be evaluated by his/her direct supervisor and/or the Building Principal. The evaluation process includes scheduled annual evaluations, on forms applicable to the job classification, and day-to-day appraisals. Evaluators should consider the employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperativeness.

Evaluators shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Superintendent or designee.

As appropriate, supervisors should discuss job performance issues that require attention with employees.

ADOPTED: August 9, 1999