

## **SUPPORT STAFF EVALUATION**

The development of a strong, competent support staff of employees, and the maintenance of high morale among the staff are major objectives of the Southwest Technology Center Board of Education. The selection of the right employees to fill vacancies; the determination of assignments and equitable workloads; the establishment of wage and salary policies that encourage employee achievement; and the provision of a good atmosphere in which to work are some of the major duties of the board of education. The board believes that a program of continuous evaluation is necessary to meet its requirements.

### Purpose

1. To improve the overall instructional and support programs offered at Southwest Technology Center.
2. To build community confidence in the quality of the technology center staff.
3. To provide a fair, objective measure by which the evaluator can evaluate the performance of an employee.
4. To improve system-wide communications and understanding.
5. To improve staff effectiveness by:
  - A. Providing a written evaluation so that the employee will better understand his/her status as to strengths and possible weaknesses.
  - B. Giving the administration an opportunity to plan and identify programs of training in which employees need individual assistance and support.

### Principles

The evaluation shall cover the major areas of the employee's responsibilities and duties to the school system, and shall include, but not be limited to, the following:

1. Specific work assignment
2. Work habits

The supervisors have the responsibility for seeing that all employees know the basis upon which they are to be evaluated, significantly in advance of the evaluation.

Employees, especially if new to the district, shall look to their immediate supervisors for an explanation of duties and responsibilities.

### Standards of Evaluation

All evaluations shall be on district-approved forms, with standards for evaluation enumerated in all areas to be evaluated. Evaluations shall be "satisfactory" or "unsatisfactory." An evaluation of unsatisfactory requires justification and substantiation, together with suggestions for improvement. This policy and the evaluation form will be explained to employees at the beginning of each school year.

**SUPPORT STAFF EVALUATION (Cont.)**

Evaluation is a continuing process and evaluation conferences are a part of this process. All support employees will be evaluated on an annual basis.

Communications and conferences shall take place whenever necessary in the day-to-day operation of the school. These conferences may result from a variety of circumstances, such as:

1. Observations by the evaluator in the routine performance of his/her duties of any aspects of job performance that may be improved.
2. Concerns expressed by the employee about any problem area or areas in which the employee feels a need for assistance.

Any written reports of these conferences are to be signed by both evaluator and staff member acknowledging that a conference was held and that the employee being evaluated is aware of the contents of the evaluation report. A copy of this report should be given to the employee evaluated and a copy should be retained by the evaluator.

Self-evaluation is a part of the total evaluation process. Prior to a formal evaluation conference, employees are to thoughtfully and carefully evaluate themselves regarding the district's adopted evaluation criteria.

Who Shall Evaluate

The supervising administrator shall evaluate all employees under his or her jurisdiction. The district office staff may be called upon to assist in the evaluation.