# EVALUATION OF SUPPORT STAFF REGULATION

*The Purpose of Supervision/Evaluation*

Evaluation should be a constructive process with the intent to improve individual performance and the overall quality of services in the building.

*General Guidelines for Supervision/Evaluation*

Evaluation is to be a constructive procedure consisting of both the notation of those positive activities and practices which should be reinforced and continued and those which could be modified or strengthened. In addition, the evaluation shall maintain and improve individual performance and the overall quality of support staff work in the school district.

Written evaluative comments shall be specific, clearly understandable and supported, and shall include a statement of positive procedures and practices employed. If recommendations for modifications of procedures and/or suggestions for improvement are to be made, these shall be specific.

*The District Commitment to Improvement of Instructional Assistant Services*

Since the primary goal of the evaluation process is to improve the performance of services, the district recognizes the responsibility to use its resources to help everyone succeed in attaining that goal.

Opportunities to review procedures, increase knowledge of the educational process, obtain information about appropriate child development topics, and overall skills improvement will be provided within the district's available resources.

*The Process of Evaluation*

1. Clerical Employees shall be evaluated by their immediate supervisor each year. A summary report shall be presented to and discussed with the clerical employee. A summary report must be based on the overall performance of the clerical employee. Evidence of positive growth, evidence of strengths and the use of sound procedures, and relations with the public, as well as procedures in need of modification and/or suggestions for improvement and growth to be noted in the summary evaluation should be noted formally, in direct conversation or in writing, to the clerical employee.

2. At the beginning of the year, Instructional Assistants shall have the specific nature of the assignment described. The instructional assistant has the opportunity to raise questions concerning any aspect of the



assignment which is unclear and receive appropriate answers from the supervisor.

The summary report shall be based upon the overall performance of the instructional assistant which includes (where appropriate to the individual assignment) handling of children, relationships with the professional staff, accuracy and attention to detail, clerical skills, community relationships, response to directions, and actions in stressful situations. This summary report may be prepared by any appropriate building administrator after actively seeking input from those members of the staff with which the instructional assistant works most closely.

3. School Lunch Employees shall receive one evaluation per year. Such employees shall be evaluated by the food service supervisor.

4. Operations and Maintenance staff who are permanent Civil Service employees shall be formally evaluated annually. Additional, informal evaluations may occur during the year.

   Probationary employees shall be evaluated, in writing, at least twice during their probationary period.

   Provisional employees shall be evaluated informally at least bi-monthly and formally at least annually and formally prior to being placed in a probationary status.

   Non-competitive class employees shall receive at least one formal evaluation annually. They may be informally evaluated at other times during the year.

   Upon completion of the evaluation, the evaluator shall openly discuss his/her judgment and comments with the employee. All aspects of the employee's performance should be constructively discussed. Areas requiring strengthening should be outlined and positive methods of improving specific areas should be identified. Positive areas should be reviewed and discussed.

5. All staff members shall receive a copy of their summary report. the employee shall sign it to show the person has seen and understood the report, but such signature does not signify agreement with contents of the evaluation. The employee has the right to file a written response to any evaluation, and such response will become a part of the file. The filing of such response shall not be used against the employee in the future.

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