

EVALUATION OF CLASSIFIED STAFF

The Board delegates to the Superintendent or his/her designee the responsibility to develop evaluation procedures and criteria for all support personnel. To the extent applicable to the position, the evaluation criteria will include, but is not limited to, the following components:

1. Working knowledge of areas of responsibility.
2. Professional growth.
3. Judgment, logical thinking, creativity, and imagination.
4. Fulfillment of assigned responsibility without neglecting some areas.
5. Adheres to policies of the Board.
6. Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation.
7. Staff relations.
8. Student relations.
9. Community relations.
10. Communication skills.
11. Ability to adjust to unplanned situations.
12. Use of available financial resources, building, grounds, and other materials in the area of responsibility.

Support personnel will receive written evaluations by their supervisor. Evaluations will occur annually for those in their first three years of service, and every other year thereafter. Additional evaluations may be made for employees needing assistance and improvement.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of certified staff constitutes personnel information and is not open to inspection or copying.

Adopted	<u>July 10, 1978</u>
Reviewed	<u>May 11, 1987</u>
Revised	<u>May 11, 1998</u>
Revised	<u>December 14, 1998</u>
Reviewed	<u>December 11, 2006</u>
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Revised	<u>January 9, 2023</u>