

EVALUATION OF SUPPORT STAFF

SUPPORT STAFF:

It is the policy of the Gilford School District to evaluate all support personnel annually. Evaluations are considered a positive procedure for the promotion of effective performance of assigned responsibilities. The immediate supervisor has the responsibility of insuring that accurate, timely and appropriate evaluations are done to insure that support personnel are given an opportunity to develop in their jobs and contribute to the smooth operation of the Gilford School District.

Written evaluations destined for the employees file shall be made with full knowledge of that individual. Each employee so evaluated will be required to sign the file copy of the evaluation and will receive a copy. The employee's signature does not imply agreement, rather, acknowledgement of receipt.

The employee does have the right to submit a written statement to be included with the file copy. The employee is entitled to full access to his/her personnel file.

ASSISTANT TEACHER EVALUATION:

- 1) Assistant teachers will be evaluated by the same system presently in place prior to the end of the school year.

TEACHER AIDE EVALUATION:

- 1) Teacher aides shall be evaluated a minimum of once per year prior to May 15th.
- 2) The evaluations shall be completed by the teacher(s)/administrators for whom the aide works and will be endorsed by a Building Level Administrator.
- 3) Evaluations shall be completed on prescribed teacher aide evaluation forms.

CLERICAL PERSONNEL EVALUATION:

- 1) Clerical personnel shall be evaluated a minimum of once per year prior to June 15th.
- 2) The evaluation shall be completed by the building administrator or designee.
- 3) Evaluations shall be completed on prescribed support staff personnel evaluation forms.

Gilford School District Policy

MAINTENTANCE/CUSTODIAL STAFF EVALUATION:

- 1) Maintenance/custodial staff shall be evaluated a minimum of once per year prior to June 15.
- 2) The evaluation shall be completed by a building administrator or his designee and the supervisor of building and grounds.
- 3) Evaluations shall be completed on prescribed maintenance/custodial staff evaluation forms.

(Adopted: 8/29/83)
(Revised: 4/4/2011)

(Ref. 4605,4610,4615,4620)