

## **Educational Support Personnel**

### **Evaluation**

Please refer to the “Basic Agreement between the North Boone Educational Support Staff and North Boone Community Unit School District No. 200 Board of Education,” and Administrative Contracts.

For employees not covered by these agreements:

Each educational support staff member’s job performance shall be evaluated by his/her direct supervisor. The evaluation process includes scheduled annual evaluations prior to the end of the school year, on forms applicable to the job classification, and day-to-day appraisals. New employees will be evaluated prior to the completion of their 90 day probationary period. Supervisors should consider the employee’s work quality, promptness, attendance, reliability, conduct, judgment, and cooperativeness.

Supervisors 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.

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

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee’s work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: November 6, 2001

AMENDED: November 2006