

**SUPERVISION AND EVALUATION OF SUPPORT STAFF**

The School Board recognizes that thorough, regular and fair supervision and appraisal of support staff is critical to the realization of the organization's goals. The organization's primary purpose of supervision and evaluation are the growth of individual staff members, the strengthening of the organization's staff as a whole, and improvement of support services. All support staff are expected to participate fully in the evaluation process, engage in self-appraisal and continuous improvement of their skills through various types of professional development.

The Executive Director shall be responsible for development, implementation and annual review of the supervision and evaluation system consistent with the following guidelines:

- A. Each support staff member shall receive appropriate supervision.
- B. Probationary employees shall be evaluated prior to the conclusion of their probationary period, and the results shall be used to make a decision regarding continued employment.
- C. All other employees shall be evaluated annually by their immediate supervisor or other administrator.
- D. Evaluations shall be made in writing on official forms. The supervisor will meet with the employee to discuss the results of the evaluation. Employees shall have the right to attach a memorandum to the evaluation.
- E. All evaluations shall be submitted to the Executive Director for review and the results of all evaluations shall be kept in confidential personnel files maintained at the Executive Director's office.

**Adopted: October 7, 2004**

**Edited for administrator title: January 2014**