

**SP4215 Evaluation/Supervision
Personnel**

Status: ADOPTED
September 6, 2011

The Modoc County Superintendent of Schools recognizes that appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be made in accordance with procedures specified in negotiated contracts and based on job-specific standards of performance.

The County Superintendent expects supervisors to gauge employees' on-the-job effectiveness and skills in a fair, objective, and consistent manner. Evaluations shall address the competence and care with which the employee executes his/her assigned responsibilities. As appropriate, evaluations also may address the extent to which the employee works cooperatively with others and observes school or Modoc County Office of Education rules and regulations.

The County Superintendent or designee shall ensure that evaluation ratings have uniform meaning throughout the County Office.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the County Superintendent expects employees to accept responsibility and take initiative to improve their performance. The County Superintendent or designee shall assist employees in obtaining needed job skills.

The evaluation shall be dated and signed by both the employee and the supervisor.

The County Superintendent or designee shall ensure that classified employees have access to rules and procedures related to performance evaluations.

Legal Reference:
EDUCATION CODE
45262 Distribution of rules
GOVERNMENT CODE
3543.2 Scope of representation