CSD 13 SCHOOL BOARD
POLICY NUMBER: 7.07 (NEPN/NSBA: GCOB)
Adopted: 9/26/89
Revised: 2/6/01
Revised: 11/6/08

SUPPORT STAFF EVALUATION

1. It is the responsibility of the building principal or his/her designee to evaluate the support staff in each school.

2. The principal will work with: the special services director and supervising special education teacher on the evaluation of special education educational technicians; the supervising classroom teachers on the evaluation of regular education educational technicians; the head of maintenance on the evaluation of custodians; and the head cooks on the evaluation of assistant cooks.

3. There will be at least two meetings as part of the evaluation process.

    A. The first meeting will occur by October 15 and will include a discussion of responsibilities and expectations of the support staff member for the year.
    B. The second will include a review of the written summative evaluation.

4. A signed copy of the summative evaluations of support staff members will be forwarded to the superintendent's office by June 30 of each year.