

CSD 13 SCHOOL BOARD

POLICY NUMBER: 7.07

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.