

## SUPPORT STAFF EVALUATION

All newly employed classified personnel will be placed on a six month probation period. Probationary classified employees shall receive an evaluation at the end of each month of service and he or she shall be advised of his or her progress. The evaluations of regular classified employees will be on an annual basis at a time designated by the superintendent of schools but prior to reappointment and the beginning of the up-coming school year. Evaluations will be done by an administrator or staff member designated by the superintendent of schools. All evaluation forms will be designed by school administrators, subject to the approval of the superintendent of schools. One copy of the completed evaluation will be provided to the employee and one copy will be kept in a confidential file in the office of the superintendent of schools. If they so decide, employees may append materials to the file copy of the evaluation.