EVALUATION OF SUPPORT STAFF

1. Initial evaluation of each support staff member will be submitted to the Superintendent’s office within three (3) months or 90 calendar days of date of employment. Employees may be evaluated periodically during the annual cycle for purposes of improved performance.

2. An annual evaluation report will be submitted to the Superintendent’s office by May 1st.

3. An accompanying form is provided for evaluation of support staff personnel.

4. Support staff employees will be evaluated in terms of the following criteria:
   a. Ability to represent themselves in a manner which will bring credit to the school system.
   b. Ability to report to work and conscientiously/effectively perform duties with minimal supervision.
   c. Ability to cooperate with administration, faculty and co-workers
   d. Ability to meet expectations in the following areas:
      (1) **Attendance** (Daily Presence at Work)
      (2) **Punctuality** (Arrives on Time)
      (3) **Professional Appearance** (Appropriate for the Setting, Job, or Task)
      (4) **Professional Interactions** (Positive and Effective Communication)
      (5) **Performance** (Tasks and Abilities)
      (6) **Safety** (Contributes to Safe and Healthy Environment)