

PERFORMANCE APPRAISAL:
EVALUATIONS OF OTHER PROFESSIONAL EMPLOYEES

DNB
(REGULATION)

PERFORMANCE
APPRAISALS OF
TEACHERS (NOT
TEACHER OF
RECORD)

Each department will develop their own appraisal instrument and update biannually.

PERFORMANCE
APPRAISAL OF
PARAPROFESSIONAL
AND AUXILIARY
STAFF

All paraprofessional and auxiliary employees will be evaluated at least once annually; however, evaluations may be made as frequently as the immediate supervisor deems necessary.

SUPERVISOR'S
RESPONSIBILITIES

Supervisors are responsible for the proper submission of evaluation reports for the personnel under their supervision. The evaluation instrument is in electronic format and will be completed by the supervisor. Once it is completed, it is the responsibility of the supervisor to schedule a meeting with the employee to discuss the evaluation.

EMPLOYEE'S
RESPONSE

Employees shall have the right to respond in writing to the evaluation report and to any written communication submitted to the Department of Human Resources within ten (10) working days after receiving the report or other written communication. A copy of the employee response shall be forwarded to the immediate supervisor who completed and signed the evaluation report or written communication.

TRACKING
PROCEDURES

All administrators/supervisors who are responsible for evaluating employees shall receive written communication on or before March 1 from the Department of Human Resources explaining the evaluation process. The evaluations must be completed by May 1.

The Department of Human Resources shall track incoming evaluations, assuring that an evaluation report is placed in each employee's personnel file. Should any evaluation reports be missing by the established deadline, the Department of Human Resources will send written notice to the administrator or supervisor.

FOOD SERVICE/
CUSTODIAL/
SECURITY
EVALUATION

The Head Custodian, Cafeteria Manager, and Security Personnel will be evaluated by each department head with input from the Principal.