

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 500: PERSONNEL

Section 503: Non-Certified Personnel

503.30 Evaluation of Support Staff

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Evaluations of the support staff members shall meet the following conditions:

- A. Evaluations are conducted by the support staff member's immediate supervisor.
- B. Evaluations for probationary employees are conducted within the first sixty (60) days of employment and annually thereafter. Evaluations for non-probationary employees are conducted annually.
- C. Evaluations are based on the performance of the support staff member's job responsibilities which are clearly stated in job descriptions.
- D. Factors hindering achievement of job responsibilities are clearly articulated by the evaluator.
- E. Evaluation procedures are established and ensure that the same process is used for similar positions and the confidentiality of the staff member is protected.
- F. Evaluation documents should be maintained in the employee's personnel file. The employee should receive a copy of the completed evaluation.