



Guidelines for Administrative, Non-Certified Professional and Support Personnel Appraisals

DNB (Legal)

- The employment policies adopted by the Board must require a **written evaluation at annual or more frequent intervals of each superintendent, principal, supervisor, counselor, or other full-time certified professional employee, and nurse. Education Code 21.203(a)**
- In developing appraisal instruments, **the District shall use the local job description**, as applicable.
- The District shall establish an **annual calendar** providing for the following activities, which shall involve both the administrator and the appraiser:
 - **Procedures for setting goals** that define expectations and set priorities for the administrator being appraised
 - **Formative conference**
 - **Summative conference**

DCD (Local)

- Personnel employed on an **at-will basis** include but are not limited to employees in the following categories: **specified noncertified administrators and other noncertified professionals, paraprofessionals and auxiliary personnel.**
- Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures (see DN)

DCE (Local)

- The Board shall employ specified noncertified administrators and other noncertified professionals and teachers with school District permits by a written contract. **These contracts shall not be governed by Chapter 21 of the Education Code.**

DN (Local)

- Evaluation and **appraisal ratings** shall be based on the evaluation instrument and **cumulative performance data** gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually, except as otherwise provided by policy, to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. (See also DNA and DNB)
 - All employees shall receive a copy of their annual written evaluation.
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