LENAPE TECHNICAL SCHOOL

SECTION: NONINSTRUCTIONAL EMPLOYEES

TITLE: EVALUATION OF NONINSTRUCTIONAL EMPLOYEES

ADOPTED: August 17, 2006

REVISED:

512. EVALUATION OF NONINSTRUCTIONAL EMPLOYEES

1. Purpose

There shall be a plan for regular, periodic evaluation of all noninstructional personnel employed by the school.

2. Authority

The evaluation plan for noninstructional employees shall be approved by the Joint Operating Committee.

3. Guidelines

The objectives of the school's evaluation plan for noninstructional personnel are:

1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.

2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties.

The criteria for job evaluations shall be explained to employees and, if requested, a written copy of the procedure shall be given to the employee.

In conjunction with the Job Evaluation Criteria, the Administrative Director shall institute a program for performance rating. The performance rating shall include these elements:

1. Quality of work

2. Quantity of work

3. Knowledge

4. Adaptability

5. Work habits

6. Relationship with people

	7. Dependability 8. Attitude 9. Personal fitness 10. Judgment 11. Supervisory skill (where applicable) 12. Overall rating 13. Conclusion A performance rating shall be filed for each noninstructional employee on an annual basis.
4. Delegation of Responsibility	The Administrative Director or designee shall prepare procedures for the conduct of employee evaluations.