

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44

**SUPPORT STAFF ANNUAL EVALUATIONS**

Alexandria City Public Schools strives to provide multiple opportunities for employees to receive feedback and coaching on their performance and the resources needed to improve and excel. Therefore every employee shall be evaluated on an annual basis. Detailed evaluation procedures are provided on the ACPS Department of Human Resources web site.

The Superintendent assures that cooperatively developed procedures for support staff evaluations are implemented throughout the Division and included in the Division’s policy manual. The results of the evaluation are in writing, in either paper or electronic format, dated and signed by the evaluator and the person being evaluated, with one copy going to the Central Office personnel file and one copy to the person being evaluated.

The primary purposes of evaluation and assistance are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the Division’s educational plan;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

Adopted: November 17, 1998

Amended: June 15, 2006

Amended: February 4, 2016

Amended: February 20, 2020

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-313, 22.1-253.13:7.C.7.

Cross Refs.:	CBG	Evaluation of the Superintendent
	GCN	Professional Staff Annual Evaluations
	GD	Support Staff
	GDB	Support Staff Employment Status

45	GDG	Support Staff Probationary Period
46	GDPF	Suspension of Staff Members