

## EVALUATION OF NONCERTIFIED PERSONNEL

The evaluation of noncertified personnel shall be the responsibility of said employees' immediate supervisor and appropriate supervisory personnel. The evaluation of an employee's effectiveness is a difficult task and subjective in nature. However, the effectiveness of the total school program is dependent upon effective and competent personnel. Evaluation of noncertified personnel should be carried out by the School System in a systematic, uniform, and honest manner.

1. Probationary personnel --

A formal evaluation form and conference shall be completed.

Non-probationary personnel --

At least one (1) evaluation shall be completed annually for all non-certified employees, followed by a conference between the employee and the evaluator.

Probationary and non-probationary noncertified personnel may request additional work area visitations by their immediate supervisors. If it is determined through prior evaluation visitations and conferences that a probationary or non-probationary employee needs to strengthen certain skills and practices, an evaluator may initiate additional evaluation visitations to said employee's work area.

2. The evaluator shall reduce the findings of such visitation to writing and transmit a copy to the employee within a reasonable amount of time. Said findings shall be written on Board approved forms which outline a set of predetermined evaluation criteria. Employees will acknowledge having reviewed the evaluation summary by signature. Said personnel shall always retain the right to disagree with the evaluation through inclusion of written comments on the evaluation form.
3. When, in the opinion of the evaluator, the employee needs to improve certain skills required in his/her work, the evaluator, in consultation with the employee, shall develop a plan through which such skills might be acquired.
4. Every effort shall be made by the school system to provide meaningful job improvement opportunities for said personnel. Evaluators should make reasonable efforts to help noncertified personnel become a contributing member of the School System's staff.
5. When attempts to assist employees through the cooperatively developed skills improvement plan have failed, the best interest of the School System must be considered.

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6. A copy of the evaluation report will be submitted to the superintendent, one kept in the principal/work site office, and one given to the employee. The evaluation will be signed by the principal/work site supervisor and employee.
7. Evaluations should be based on sufficient observations and documentation to justify decisions made concerning job performance.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: Date REVISED: AUGUST 14, 2001; REVISED: June 5, 2008

LEGAL REF: The Code of Alabama, 16-12-3, 36-26-100 to 108.