

EVALUATION OF SUPPORT STAFF

The development of an efficient and exemplary support staff, defined as any employee not evaluated by the State system, is an important objective of the Indian River School District. Finding the right employees to fill vacancies, the determination of assignments and equitable work loads, the establishment of fair wage and salary policies, the evaluation of employee achievements and the provision of a good atmosphere in which to work are some of the major duties of the District. A program of continuous evaluation is necessary in fulfilling these duties.

The evaluation will cover the major areas of the employee's responsibilities and will include the following:

1. Specific work assignment.
2. Attitude toward supervisor, teachers, fellow employees and students.
3. Knowledge and skills.
4. Work habits.
5. Quality and quantity of work performed.

The employee's supervisor has the responsibility for informing each employee in advance of the criteria to be used in evaluation.

Each employee will be given an explanation of their duties and responsibilities and guidance in performing them satisfactorily by their immediate supervisor.

The District recognizes that thorough, regular appraisal of performance is critical to the realization of district goals. The primary purpose of personnel evaluation is the growth of individual support staff members, the strengthening of the school staff as a whole, and improvement of support services provided.

Formal evaluations of personnel will be made in accordance with applicable provisions of the current appropriate negotiated agreements. The superintendent and administrative staff will develop regulations, procedures, and instruments for evaluation in line with those negotiated agreements and the following general guidelines:

1. The District expects principals and supervisors to exert every effort to encourage support staff members to develop their performance to an optimum degree.
2. The appraisal of performance will be continuous; it will not be limited to times and procedures set out for formal evaluations.

3. The evaluation process will emphasize both the achievement of goals set mutually by the support staff member and supervisor, and those duties in the job description and the evaluation forms.
4. The procedures will provide for the recognition of outstanding services and serve as a point of departure for sound decision making as well as for counseling and in-service training.
5. When aspects of a support staff member's performance are in need of improvement, the principal or supervisor will specifically identify those areas needing improvement and will develop an individual improvement plan. Subsequent evaluations will address any improvement or any continuing difficulty which is observed among other things.
6. To provide for objectivity and uniformity, observations and evaluations will be carried out in accordance with any guidelines set forth in administrative regulations.
7. Successfully fulfilling the requirements of an Individual Improvement Plan is the responsibility of the employee.