

**EGG HARBOR CITY PUBLIC SCHOOL DISTRICT**  
Egg Harbor City, New Jersey

**FILE CODE: 4216**

  X   **Monitored**  
      **Mandated**  
  X   **Other Reasons**

**Policy**

---

EVALUATION

The school business administrator shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

- A. The goals of the evaluation plan for support staff personnel are:
1. To improve and reinforce the skills, attitudes and abilities which enable an employee to be effective in achieving assigned job goals; and
  2. To identify and remediate weaknesses which prevent an employee from achieving the goals of his or her assigned duties;
- B. The structure of the evaluation plan shall include:
1. Conduct of evaluations annually;
  2. Establishment of reasonable resource standards to permit the employee to meet performance objectives as determined by the supervisor;
  3. A method of making records which ensures the employee will sign the evaluation and has an opportunity to append the evaluation with a written statement.

The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he/she is to be evaluated in advance of the evaluation.

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel in the schools shall submit to the chief school administrator a report on the work and attitude of each employee under their jurisdiction.

Adopted: July 14, 2004  
NJSBA Review/Update: June 2015  
Readopted: August 12, 2015

Key Words

Evaluation, Personnel Evaluation

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:17-2 Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees  
N.J.S.A. 18A:17-3 Tenure of janitorial employees  
N.J.S.A. 18A:38-33 Tenure of attendance officers in city districts

**Possible**

**Cross References:** \*3510 Operation and maintenance of plant  
\*3541.33 Transportation safety  
\*4112.6/4212.6 Personnel records  
4117.51/4217.51 Withholding increment  
4117.52/4217.52 Dismissal/suspension

\*Indicates policy is included in the Critical Policy Reference Manual.