AR-4215

CLASSIFIED STAFF EVALUATION

All classified employees are to be evaluated based on the board policy. Their supervisor will evaluate all classified employees. Paraprofessionals should be evaluated by the school principal with input from teachers who work closely with the paraprofessional. Specific items on the job description should be reviewed and evaluated. Particularly, any items that are accomplished in an exemplary manner or any items that need improvement should be discussed in the narrative.

In the "**Comments:"** section, the narrative should include the following sub-sections:

1. Strengths
2. Areas for Improvement
3. Recommendations

If the performance of a classified employee is below what is normally expected, a plan for improvement shall be written. The plan for improvement will include:

1. The specific areas of the job description that need attention.
2. The target performance of behavior expected.
3. The time schedule for achieving the expected behavior (timelines).
4. Assistance to be provided.
5. How the outcomes will be measured.

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