No. 4225
SECTION: PERSONNEL
TITLE: NON-PROFESSIONAL EVALUATION

ADOPTED: 5/15/06
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OXFORD AREA SCHOOL DISTRICT

The Oxford Area School District recognizes that the performance of non professional staff is important in the goal of a quality school system. Recognizing that excellent performance from non-professional employees is an important factor to support the efforts of the professional teaching staff, the Superintendent of Schools is directed to formulate and implement a plan whereby these goals may be achieved.

A. Each non-professional employee shall receive at least one formal written evaluation annually by the person designated by the Superintendent of Schools to have supervisory responsibilities over the work of the employee.

B. The evaluation shall become a permanent part of the employee personnel file of the school district.

C. The designated supervisor shall provide a copy of the evaluation to the employee.

D. The employee and supervisor shall meet to discuss the contents of such evaluation.

E. Data recorded as a result of the evaluation process will be treated as confidential material.

Evaluation is to be used as:

a. A constructive measure to counsel and guide the employee to his/her highest level of competency

b. To provide a basis for decision making; particularly relative to promotions and continued employment