

EVALUATION – NON-CERTIFIED STAFF

The Superintendent shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

The goals of the Board's evaluation plan for non-instructional personnel are:

- A. Improve and reinforce the skills, attitudes, and abilities which enable an employee to be effective in achieving assigned job goals.
- B. To identify and remediate weaknesses which prevent an employee from achieving the goals of assigned duties.

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

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.

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

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

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

Key Words

Evaluation, Personnel Evaluation

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