

EAST PENN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED: February 8, 1993

REVISED:

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| | <p style="text-align: center;">512. EVALUATION OF CLASSIFIED EMPLOYEES</p> <p>1. Purpose</p> <p>There shall be a plan for regular evaluation of all classified personnel employed by the district.</p> <p>It is the policy of the district to evaluate classified employees on an ongoing and regular basis with the goal of improving performance. The evaluation will be based on the performance of assigned duties and responsibilities.</p> <p>2. Guidelines</p> <p>The approved evaluation form will be completed and signed by the following:</p> <ol style="list-style-type: none">1. Custodial and Maintenance by Supervisor.2. Food Services by Supervisor.3. Secretarial by overseeing administrator.4. Teacher Aides by Principal. <p>Each evaluator will solicit evaluation input from others as follows:</p> <ol style="list-style-type: none">1. Custodial and Maintenance from Principals.2. Food Services from Principals.3. Teacher Aides from staff members. <p>An evaluation conference will be held with each employee to discuss performance and to recommend possible improvements. The employee shall sign the completed form.</p> <p>The Director of Management and Personnel Services will function as a reviewer in an effort to assure consistency in the evaluation process.</p> <p>This replaces former policy GCI</p> |
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