

## CLASSIFIED STAFF EVALUATION

Evaluation of classified staff on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified staff shall be to maintain classified staff who meet or exceed the board's standards of performance, to clarify each classified staff member's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It shall be the responsibility of the superintendent to ensure classified staff are formally evaluated annually. Evaluations must be completed by the last day of the school year. Completed evaluations will be filed in the District Office.

Cross Reference: 412.02 Classified Staff Qualifications, Recruitment, Selection

Approved: 8/8/2005    Reviewed: 5/19/2014(B)    Revised: 8/17/15