

EVALUATION OF SUPPORT STAFF

Regular evaluation of all support staff is intended to bring about improved services, to provide a continuing record of the service of each employee, and to provide evidence on which to base decisions on assignment and re-employment.

The New London Superintendent will establish a continuing program of performance evaluation for the support staff. The program will include written evaluations and a means of making the results of such evaluations known to the employees.

New employees will be formally evaluated before the end of the probationary period. The services of continuing employees will be formally evaluated at least once each year.

EVALUATION OF SUPPORT STAFF PHILOSOPHY

The New London Board of Education believes that the Support Employees are entitled to a proper evaluation procedure for the following purposes:

1. to promote, for the employee, a better understanding of his/her job and of his/her performance;
2. to provide assistance in trying to attain greater efficiency; and
3. to provide the employee, as well as the students, a better environment in which to work and to learn.

Effective appraisal of members should be a cooperative, constructive, and continuous experience and should afford maximum flexibility with respect to the desires, abilities and needs of the individual employee.

OBJECTIVES

The specific objectives and goals of employee evaluation in the New London Local Schools are:

1. to provide the best possible supportive services to improve the climate for learning;
2. to evaluate the employee's performance;
3. to clarify employee performance expectations;
4. to improve communications between employee and supervisor; and

5. to improve working conditions through recommendations and employee suggestions.

PROCEDURES

1. All employees will have at least one evaluation per year. First and second year employees will be evaluated twice each year. Additional evaluations could be made if deemed necessary.
2. The evaluation will be conducted by the employee's supervisor.
3. The employee and evaluator will confer following each evaluation.
4. The employee will sign the evaluation form indicating that the procedure has been followed and that a conference has been conducted. Signature on the form does not necessarily indicate approval.
5. If the employee disagrees with any part of the conference, there is a section designed in which he/she may respond in writing on the evaluation form.
6. First- and second- year employees with the New London Local School District, will have their first evaluation take place prior to December 15, and the second evaluation will take place prior to March 15.
7. All other employees will be evaluated prior to March 15 of their contract year.
8. A copy of all evaluations will be forwarded to the Superintendent. A copy of the evaluation shall become part of the employee's personnel record. One copy will be given to the employee. The employee will have access to the evaluation reports in his/her personnel file.

EVALUATOR

Superintendent

PERSONNEL

Supervisors:
Bus Maintenance Supervisor
Maintenance
Food Service
Executive Secretary
Technology Coordinator

Superintendent/Principals

Bus Drivers
Bus Mechanics
Maintenance Supervisor Custodial
Custodial/Maintenance
Cleaning

Food Service Supervisor

Cook Servers
Cashiers
Cafeteria Personnel

Building Principal

Secretaries
Instructional Aides
Auxiliary Aides

Treasurer

Assistant Treasurer
Treasurer's Secretary/Activity
Cashier

Adopted: 10/2006