

EVALUATION OF SUPPORT PERSONNEL

This policy addresses the evaluation of all individuals employed on an hourly basis in MSAD 15. This includes cooks, custodians, drivers, educational technicians and secretaries who are in the Educational Support Personnel bargaining unit as well as other hourly employees of the District. The purpose of support staff evaluation is to ensure the quality of performance of these employees and improvement of District operations. Each hourly employee will be evaluated on an annual basis using forms developed by administration based on the responsibilities for each position. Responsibility for evaluations are as specified below.

<u>Personnel</u>	<u>Evaluator</u>
cooks	Food Services Supervisor
assistant cooks	
custodians	Maintenance Supervisor
maintenance personnel	(with input from Principals)
drivers &	Transportation/Facilities Manager
transportation personnel	
hourly technology personnel	Director of Technology
secretaries	Administrators
library ed techs	Principals
computer lab ed tech 2	
instructional ed techs	
special education ed techs	Principals
Title 1 ed techs	(with input from Supervising Teachers)
district bookkeepers	Director of Finance & Operations

There will be at least two meetings between evaluator and employee as part of the annual evaluation process. The first will include a discussion of responsibilities and expectations of the support staff member for the year. The second will include a review of the written evaluation. The employee may attach a statement to the evaluation when it is placed in the personnel file. A copy of the written evaluation signed by evaluator and employee will be in the Superintendent's Office by May 1 of each year. Failure of administrators to comply with this policy shall not be the basis for a support staff member's continued employment in MSAD 15.