

PERFORMANCE EVALUATION - CLASSIFIED

DATES (Adopted/Revised)	GUIDE WORDS
Adopted January, 1974 Revised January, 1976 Revised May, 1980 Revised August, 1984 Revised June, 2006	Evaluation Performance

The performance evaluation report will be made with copies going to the employee, the immediate supervisor, and the Director of Human Resources at the Education Center.

Evaluation forms are available from the Director of Human Resources at the Education Center.

The building principal is responsible for the completion of the performance evaluation for the teacher aides assigned to the building. Classroom teachers using aides will participate in the evaluation of an aide assigned to the teacher.

Completion of the performance evaluation for custodians, maintenance personnel, mechanics, bus drivers, food service workers, secretaries, clerks, and other classified office personnel will be the responsibility of the immediate supervisor in cooperation with the building principal where one is assigned.