

SUPPORT STAFF EVALUATION

The development of a strong, competent support staff of employees, and the maintenance of high morale among the staff are major objectives of the Ringwood Board of Education. The selection of the right employees to fill vacancies; the determination of assignments and equitable workloads; the establishment of wage and salary policies that encourage employee achievement; and the provision of a good atmosphere in which to work are some of the major duties of the board of education. The board believes that a program of continuous evaluation is necessary to meet its requirements.

Principles

The evaluation shall cover the major areas of the employee's responsibilities and duties to the school system, and shall include, but not be limited to, the following:

1. Specific work assignment
2. Work habits

The supervisors have the responsibility for seeing that all employees know the basis upon which they are to be evaluated, significantly in advance of the evaluation.

Employees, especially if new to the district, shall look to their immediate supervisors for an explanation of duties and responsibilities.

Standards of Evaluation

All evaluations shall be on district-approved forms, with standards for evaluation enumerated in all areas to be evaluated. Evaluations shall be "satisfactory" or "unsatisfactory." An evaluation of unsatisfactory requires justification and substantiation, together with suggestions for improvement.

Who Shall Evaluate

The principal and/or the immediate supervisor shall evaluate all employees under his or her jurisdiction.