

## EVALUATION OF SUPPORT STAFF

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

Performance evaluations for support staff are based upon employee job descriptions and the guidelines established for employee performance based upon O.R.C. 3319.081.

The services of probationary employees will be formally evaluated at least twice during the first year of service. The services of continuing employees will be formally evaluated at least once each year.

The appraisal process will include:

1. An understanding on the part of each staff member of his/her job objectives;
2. A periodic review of job objectives and job performance for each full-time staff member in the district;
3. The use of the information gained for planning staff development and inservice training activities designed to improve job performance;
4. Termination if performance is sub par after reasonable effort is made to work with the individual.

Adopted: November 16, 1988

Revised: December 19, 2007

CONTRACT REF.: See OAPSE Negotiated Document

LEGAL REFS.: ORC 3319.081  
State Board of Education Minimum Standards 3301-35-03 (A)(8)

Columbia Schools, Columbia Station, Ohio