

# POLICY

## OLD BRIDGE BOARD OF EDUCATION

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EVALUATION OF NONINSTRUCTIONAL PERSONNEL

The Board believes that a program of continuous evaluation is necessary for the improvement of the employees and of the program. 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. Performance on specific work.
2. Understanding the role in the total program
3. Attitude to supervisor, teachers, fellow employees, pupils and members of the public.
4. Work habits.

The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he or she is to be evaluated significantly in advance of said evaluation. Employees, especially those new to the District, shall look to their immediate supervisor for an explanation of their duties and responsibilities.

1. All evaluations shall be on District-approved form, with standards for evaluation enumerated in all areas to be evaluated.
2. The principal and/or the immediate supervisor shall evaluate all employees under his jurisdiction. The Director of Plant Services or designee and the Supervisor of Maintenance shall assist the building principal in the evaluation of maintenance, field and custodial personnel.
3. Each permanent-contract employee shall be evaluated not less than once per year.
4. Evaluations shall be utilized to inform employees of their performance and as an aid in improving performance. In order to accomplish this objective, evaluation reports shall be discussed with the employee evaluated. The employee shall be given a copy of his evaluation and shall sign the District's copy to certify that he has seen it and that it has been discussed with him. Each employee shall be permitted to comment on the evaluation prior to its being filed.



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