

## Educational Support Personnel

### Evaluation

Each educational support staff member's job performance shall be evaluated by his/her Program Principal or designee. The evaluation process includes scheduled bi-annual evaluations, on forms applicable to the job classification, and day-to-day appraisals.

Program Principal or designee shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Executive Director.

As appropriate, the Program Principal or designee should discuss job performance issues that require attention with employees.

ADOPTED: March 21, 2000