

EVALUATION OF SUPPORT STAFF

The development of a strong, competent classified staff of employees, and the maintenance of high morale among this staff, are major objectives of the School Committee. The finding of the right employees to fill vacancies, the determination of assignments and equitable work loads, the establishment of wage and salary policies which encourage employees to put forth their best efforts, the evaluation of employee achievements and the provision of a good atmosphere in which to work are some of the major duties of the Superintendent. A program of continuous evaluation is necessary in fulfilling these duties.

The evaluation will cover the major areas of the employee's responsibilities as contained in the employee's job description to include the following:

1. Job knowledge
2. Dependability & reliability
3. Quality of work and use of time
4. Cooperation and adaptability
5. Initiative

Each employee will be given an explanation of his/her duties and responsibilities and guidance in performing them satisfactorily by his/her immediate supervisor.

Each of the above performance factors should include, where appropriate, ways that the factor impacts students. Each employee shall be supervised and evaluated by his supervisor. Evaluations shall be made in writing, and shall be submitted to the Superintendent annually. If the employee disagrees with the evaluation report, he/she may so indicate in writing within one (1) week of receipt of the evaluation report; and upon request, the written statement of disagreement shall be placed in his/her personnel file and attached to the relative documents. In addition, any employee may request a second evaluation. A copy of said evaluation shall be placed in his/her personnel file.

All new employees shall be evaluated during the ninety (90) day probationary period and prior to the end of their first year of employment.

Adopted by the Wells-Ogunquit C.S.D. School Committee: 01/07/87
Revised by the Wells-Ogunquit C.S.D. School Committee: 01/05/00