

REGULATION - HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

SUPPORT STAFF MEMBERS
R 4220 page 1 of 2
Evaluation of Support Staff Members

4220 EVALUATION OF SUPPORT STAFF MEMBERS

A. Evaluator

The observation and evaluation of support staff members will be conducted by the employee's immediate supervisor or an administrator, as specified by the Superintendent.

B. Evaluation criteria

1. Evaluation criteria for each position will derive from the job description for the position and relate directly to each of the tasks described. Wherever possible each set of evaluation criteria will be
 - a. Briefly stated and focused on major responsibilities of the position as well as the employee's attitude towards the job and his or her interpersonal relations on the job;
 - b. Based on observable information rather than on factors requiring subjective judgment;
 - c. Generic, covering a number of specific positions;
 - d. Designed to make note of an employee's strengths as well as weaknesses; and
 - e. Written in the same format and in a direct, simple style.
2. Maintenance of job evaluation criteria will be the responsibility of the Superintendent. Evaluation criteria will be reviewed annually and
 - a. Whenever the corresponding job description is revised or
 - b. On the request of a majority of persons holding a particular job.

C. Observation frequency

1. Support staff members on a probationary status will be evaluated at the end of the probationary period.



REGULATION — HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

SUPPORT STAFF MEMBERS
R 4220 page 2 of 2
Evaluation of Support Staff Members

2. Support staff members on a post-probationary status will be evaluated at least once annually.

D. Evaluation procedures

1. The evaluator shall record each separate instance of observation and the activity observed.
2. A written evaluation of each support staff member will be prepared by the observer in triplicate and will be based, at least in part, on the observation(s) conducted.
3. A copy of the evaluation will be sent to the employee prior to the evaluation conference.
4. The employee and the evaluator shall hold a conference to discuss the evaluation report during which the evaluator shall point out both the weaknesses and strengths of the employee.
5. Both the evaluator and the employee shall sign each copy of the evaluation report. By signing the evaluation report the employee implies only that he or she has read and understands the document.
6. The employee may prepare a written disclaimer to the evaluation report which will be appended to the report provided it is received by the evaluator not more than 10 days following the conference.
7. The evaluator shall distribute copies of the evaluation report to individuals designated by the Superintendent.

Adopted: 18 December 1995

