

EVALUATION OF SCHEDULE B STAFF

A. Purpose

1. To give an opportunity for Administrators and Schedule B Staff Members to discuss objectively the contributions of a staff member to a Schedule B program. It is the hope that from such analysis each staff member may become a better Schedule B Staff Member by knowing his/her own weaknesses and strengths.
2. To give an opportunity for the Administration to plan a better program of supervisory service and in-service training program.
3. To provide an objective measure by which Administrators may make recommendations concerning employment of Schedule B staff members to the Board of Education.

B. Guidelines

1. The term "evaluation" shall be construed to mean a written report prepared by the administrative/supervisory staff member who has compiled information for the purpose of recording and summarizing the Schedule B Staff Member's performance.
2. The Schedule B evaluations shall be done by a member of the administrative/supervisory staff of the school district, who holds an appropriate certificate for the supervision of instruction.

C. Procedures

1. A copy of the evaluation form along with a contract and job description shall be given to each staff member at the beginning of his/her appointment by the Board of Education. The purpose and procedures of evaluation shall be discussed and explained by a member of the Administrative/Supervisory Staff at the beginning of each school year and as needed during the year.
2. Evaluations shall be arranged according to the following schedule:
 - a. Each Schedule B Staff Member shall receive all copies of his/her written evaluation within ten (10) school days after the end of his/her assigned activity, or June 15th, whichever is sooner, except as defined below.



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- b. Each Schedule B Staff Member whose activity ends on the last day of school shall receive all copies of his/her written evaluation by June 15 of that school year.
3. Each written evaluation may be followed at the request of either party within a reasonable period of time, but in no instance less than 24 hours or more than 15 days, by a conference between the Administrative/Supervisory Staff Member and the Schedule B Staff Member. Both parties to such conference will sign the written evaluation report and retain a copy for his/her records. The Schedule B Staff Member shall have the right to submit his/her written disclaimer within ten (10) school days following a conference but no later than June 30th. Such disclaimer shall be a part of each party's copy of the evaluation.
4. A report of Schedule B evaluations shall be presented to the Board of Education by the Superintendent along with his/her recommendations for future appointments.
5. It shall be the responsibility of the Superintendent of Schools, with the advice of his/her professional staff, to use and continuously evaluate an appropriate instrument for the evaluation of Schedule B Staff Members.

Source: Regular Board Meeting

Date: February 9, 1995