

### **EVALUATION OF NON-CERTIFICATED STAFF**

The Holmdel Township Board of Education believes that the effective evaluation of all staff is essential to the achievement of the educational goals of this district. The purpose of this evaluation shall be to promote professional excellence, to enhance the skills of non-certificated staff members, and to provide a basis for the review of staff performance.

The Superintendent shall develop, in consultation with non-certificated staff members, job descriptions for each staff member position and evaluation criteria for said positions based directly upon the job description. All job descriptions shall be presented to the Board for approval.

All non-certificated staff members shall be evaluated against criteria which evolve logically from the performance responsibilities of each staff member as specified in the job description for his/her position. Criteria for evaluation must include a review of the staff member's performance in areas of major responsibilities as per job description.

Each Building Service Employee shall receive a written evaluation two (2) times a year by December 15 and June 15 completed by a members of the Administrative Staff.

Each Office Services Employee shall be given a written evaluation of his/her work performance by the Building Administrator prior to January 1. An additional written evaluation must be provided to the employee prior to May 1 if his/her contract for the following year is not to be renewed.

Each Transportation Employee shall be provided with a written evaluation of his/her work performance by his/her immediate supervisor by December 1 and April 1.

Each Lunchroom/Playground aide shall be given a minimum of one written evaluation of his/her work performance by the Building Administrator or designee prior to June 1. A second written evaluation shall be provided to the employee if his/her contract for the following year is not to be renewed.

Each Instructional Support Employee shall be provided with a written evaluation of his/her work performance by a member of the Administrative Staff prior to December 15 and prior to June 15.

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The evaluation procedures shall provide continuous, constructive, cooperative interaction and communication between the staff member and his/her supervisor/evaluator, thus ensuring a valid basis for performance review. All procedures for the evaluation of staff members shall be in compliance with state law and regulation as well as contractual agreement.

In order to ensure the greatest benefit to the district from this program of evaluation, the Board shall provide leadership, adequate resources for supervision and professional development, inservice training to ensure that qualitative improvements occur as a consequence of staff evaluation and, additionally, properly certified staff to conduct observations and evaluations.

The Superintendent shall ensure that a copy of the evaluation form and a copy of the Board's policy on evaluation of staff performance is given to each non-certificated staff member at the beginning of his/her employment, at which time the purpose and process of evaluation shall be explained by a member of the administrative/supervisory staff.

The Superintendent shall ascertain that each continuing staff member is provided with a copy of this policy statement, his/her job description, and his/her evaluation criteria annually by August 1, and provided with amendments to this policy within 10 working days of their adoption.

The Superintendent shall report at least annually to the Board concerning the effectiveness of the evaluation system and shall recommend means to improve it whenever desirable.

The Superintendent shall, in the implementation of this policy, develop procedures in consultation with non-certificated staff members for:

- A. The collection and reporting of data which are appropriate to the job description and minimally includes the observation of work performance;
- B. The preparation of a written performance report a minimum of twice annually for Building Services Personnel, once annually for Office Services Personnel, and Lunchroom/Playground Aides, and twice annually for Transportation Personnel; and
- C. The process for conferences between the staff member and the supervisor.

All such procedures shall conform to state law and contractual agreement.

Non-certificated staff may request to see their personal file relative to present performance. They may not be allowed to see any part of the personnel file that concerns character references, recommendations or other confidential material not related to his/her present performance as determined by the administration.

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This policy and related procedures shall be reviewed at least annually, and any necessary revisions shall be made before readoption by the Board.

**Source:** Regular Public Meeting

**Date:** August 20, 1986

**Revised:** June 28, 1995

**Revised:** January 24, 1996

**Revised:** November 20, 1996

<b>Legal References:</b>	<u>N.J.S.A.</u>	18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u>	18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
	<u>N.J.S.A.</u>	18A:17-3	Tenure of janitorial employees

**Possible**

<b><u>Cross References:</u></b>	*3510	Operation and maintenance of plant
	*3541.33	Transportation safety
	*4212.6	Personnel records
	4217.51	Withholding increment
	4217.52	Dismissal/suspension

\*Indicates policy is included in the Critical Policy Reference Manual.

