

**EVALUATION OF NON-CERTIFICATED STAFF**  
**LUNCHROOM/PLAYGROUND AIDES**

**PURPOSE**

1. To provide an opportunity for administration and lunchroom/playground employees to discuss objectively the contributions of an employee to the school district.
2. To provide an opportunity for administration to plan a better program of supervisory service and staff development.
3. To establish a way by which administrators may make recommendations concerning employment of lunchroom/playground personnel and other reports or recommendations to the Board of Education.

**GUIDELINES**

1. The term "evaluation" means a written document prepared by a member of the administrative/supervisory staff.
2. The evaluation will be in narrative form addressing the following areas: work performance, work traits, school and community relations, and professional development.
3. Each lunchroom/playground aide shall receive an evaluation a minimum of one (1) time a year, by June 1. A second written evaluation shall be provided to the employee if his/her contract for the following year is not to be reviewed.
4. Each evaluation may be followed at the request of either party within a responsible period of time, but in no instance less than 24 hours or more than 15 days, by a conference between the administrator/supervisory staff and the lunchroom/playground employee. The employee shall have the right to submit his/her written disclaimer within ten (10) days following a conference. Such disclaimer shall be a part of each party's copy of the evaluation.
5. It shall be the responsibility of the Superintendent of Schools with the advice of his/her administrators as well as lunchroom/playground staff to develop and periodically evaluate an appropriate instrument for the evaluation of lunchroom/playground employees.
6. A copy of the evaluation form and a copy of the Board's policy on evaluation of non-certificated staff will be provided to a lunchroom/playground employee at the beginning of his/her employment, at which time the purpose and evaluation process shall be discussed with the new employee by a member of the administrative/supervisory staff.

**Source:** Regular Board Meeting

**Date:** November 20, 1996



**NJSBA POLICY SERVICES**

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