

## **SUPPORT STAFF EVALUATION**

The board of education delegates to the superintendent or his or her designee the responsibility to develop evaluation procedures for all support personnel. Such procedures are subject to board of education approval. At the beginning of each contract period, each support staff employee shall receive a copy of the evaluation procedures and criteria.

Support personnel will receive written evaluations at least annually by their supervisor. Additional evaluations may be made as often as once a month for employees needing assistance and improvement.

Probationary employees will be evaluated at least twice during the probationary period, and at least annually thereafter.

To the extent applicable to the position, the evaluation criteria will include, but is not limited to, the following components:

1. Job performance
2. Initiative
3. Quality of work
4. Personal Qualities
5. Professionalism
6. Attitude
7. Communications
8. Attendance
9. Areas for improvement
10. Overall estimate of employee performance

Adopted	11/10/81
Revised	01/26/82
Reviewed	05/24/88
Revised	11/09/93
Reviewed	08/11/98
Reviewed	02/22/16
Revised	06/13/16

### Legal References:

Americans with Disabilities Act of 1990 (ADA)

SDCL 13-42-70 – Evaluation records and documents not open to inspection or copying

### Contract References:

Policies Relating to Non-Instructional Staff

Cross Reference:  
GCN (Also AFC), Evaluation of Professional Staff