

Classified Personnel - Evaluation

Section 1. General. East Allen County Schools will continually strive to improve the total educational program for students in the East Allen County Schools. The administration is responsible for developing an evaluation program which will identify the strengths and weaknesses of employees. Said evaluation is to be carried on in such a way that the educational program will be improved from year to year by encouraging continued professional growth on the part of the employee.

The evaluation instrument that is used is to be completed by both the employee and the supervisor. A copy shall be given to the employee and a copy shall be kept in the employee's personnel folder in the Superintendent's office. The school's copy shall be signed by the employee indicating the employee has seen the evaluation and reviewed it with the supervisor, even though the employee might not agree with the content of the evaluation.

An evaluation form (Pe-1) has been developed to assist the supervisor in determining the level of performance of classified personnel except custodians. Custodians will be evaluated using the Custodial Performance Review document. The intent of this evaluation is to improve performance.

Section 2. Probationary Evaluation. One month prior to the close of the probationary period (60 days) for classified personnel, the supervisor shall complete an evaluation form and review the completed form with the person being evaluated. Comments may be written on the evaluation form by either party; however, all written statements are to be initialed by the person making the statement. The completed evaluation form is to be signed by both parties and forwarded to the Executive Director of Employee Relations.

Section 3. Annual Evaluation. The supervisor and each person being evaluated are to jointly complete the evaluation form. All ratings and comments are to be in ink or typed. Comments are to be initialed by the person making the written statement and if more than one rating has been checked for any one item, then each rating is to be initialed.

The completed evaluation form is to be signed by both parties and forwarded to the Executive Director of Employee Relations on or before May 15 each school year.