

Associated School Boards of South Dakota	NEPN Code: GDN
Policy Reference Manual	

SUPPORT STAFF EVALUATION

The Board 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 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. Working knowledge of areas of responsibility.
2. Professional growth.
3. Judgment, logical thinking, creativity, and imagination.
4. Fulfillment of assigned responsibility without neglecting some areas.
5. Adheres to policies of the Board.
6. Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation.
7. Staff relations.
8. Student relations.
9. Community relations.
10. Communication skills.
11. Ability to adjust to unplanned situations.
12. Use of available financial resources, building, grounds, and other materials in the area of responsibility.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of certified staff constitutes personnel information and is not open to inspection or copying.

Legal References: SDCL 13-42-70 (Evaluation records & documents not open to inspection or copying)

Cross Reference: CBG: Superintendent Evaluation
CGB: Business Manager Evaluation
GCN: Professional Teaching Staff Evaluation
CIA: Administrative Staff Evaluation

Adopted: 1/1/2007

Reviewed: 2/7/2013

Revised: 6/17/2014

NOTE: Some school districts have a support/noncertified/classified staff bargaining unit. If there is such a bargaining unit, the Board may wish to consider including the following language in the Support Staff Evaluation Policy: "The Board acknowledges that the evaluation procedure is a subject of mandatory bargaining with the support staff's recognized bargaining unit representative. However, the establishment and identification of the evaluation criteria is not subject of mandatory bargaining and the Board has the sole authority for establishing such evaluation criteria, subject to any applicable state and federal laws and regulations that may limit such authority."

ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.