

EVALUATION OF NON-TEACHING SUPPORT STAFF

Regular evaluation of all non-teaching staff, including educational assistants (formerly called aides) employed under ORC Section 3319.088, is intended to serve the following purposes:

1. To bring about improved services.
2. To provide a continuing record of the service of each employee.
3. To provide objective evidence on which to base decisions on assignment and re-employment.

The Superintendent will establish a continuing program of performance evaluation for the non-teaching staff. The program will include provisions for preparation of written evaluations and a means of making the results of such evaluations known to the employees.

The services of probationary employees normally will be evaluated twice before the end of the probationary period. The services of non-probationary employees will be evaluated at least once each year.

This policy is not intended to create an expectancy of continued employment. Should a particular non-teaching employee be part of a bargaining unit represented for collective bargaining purposes by a labor organization, this policy shall be superseded by the employee evaluation provisions, if any, appearing in the collective bargaining agreement covering that bargaining unit.