

NEWPORT SCHOOL DISTRICT

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED: July 22, 2002

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all classified personnel employed by the district.</p>
2. Authority	<p>The evaluation plan for classified employees shall be approved by the Board.</p>
3. Guidelines	<p>The primary purposes of evaluation are:</p> <ol style="list-style-type: none">1. To verify to the Board recommendations for continued employment.2. To improve services to the district.3. To provide direction for growth and development.4. To provide a feedback system to the individual. <p>The evaluation plan shall:</p> <ol style="list-style-type: none">1. Involve employees wherever possible in reviewing and modifying the plan.2. Include timely conferences with the employee and evaluator to review and sign each evaluation.3. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.

<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall prepare procedures for the conduct of employee evaluations.</p>
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