

REGULATION

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 4216

EVALUATION

It shall be the responsibility of the supervisor to introduce the evaluation form and criteria for determination with the non-certified staff member.

It shall be the responsibility of the supervisor to complete annual reviews for all non-certified staff members.

The teacher and/or teachers with which the non-certified staff member is working, will work in cooperation with the supervisor to complete the evaluation.

The evaluation will include three sections, Job Performance, Professional Responsibilities, and Areas of Recommendation.

The evaluation will include but not be limited to:

A. Job Performance:

1. Knowledge of communication skills, verbal, written, and technical;
2. Compliance of all policies and procedures;
3. Follows instructions;
4. Accuracy and thoroughness and organizational skills;
5. Areas of commendation.

B. Professional Responsibilities:

1. Treats confidential matters with discretion;
2. Attendance and punctuality;
3. Relationships with co-workers;
4. Appearance;
5. Attitude;
6. Readiness to accept change;
7. Willingness to acquire knowledge of related jobs;
8. Public relations, e.g. staff, community, co-workers, etc.;
9. Areas of commendation.

C. Areas of Recommendation:

1. This section is to be a commentary of all areas which need improvement based on the individual's performance throughout the year.
2. A copy of the evaluation is to be available for the staff member at the time of the review.
3. The original document will be kept on file in the chief school administrator's office.
4. A signature of the evaluator and the staff member are required. The staff member's signature does not necessarily mean they agree or disagree with the evaluation. The signature only states the evaluation has been discussed between the supervisor and the employee.

Date adopted: 8/29/11