

DEGREED NON-INSTRUCTIONAL EVALUATION

DEFINITION

“Degreed Non Instructional” shall mean all persons employed by the Todd County School District who meet all of the following conditions:

1. must have an appropriate college degree in order to be employed by the district;
2. are not required to hold State Department of Education Certification to be employed by the district;
3. are under a written contract with the district;
4. are supervised by a director or building principal but are not part of the administrative team; and
5. are not included in any of the recognized groups that negotiate.

PURPOSE OF EVALUATION

The evaluation of degreed non-instructional personnel should assess performance; identify areas in which improvement may be needed; lead to improved performance, and lead to definite recommendations for continued employment.

FREQUENCY OF EVALUATION

All degreed non-instructional personnel shall be evaluated at least once each year.

PROCEDURES TO BE USED IN MAKING THE EVALUATION

All degreed non-instructional shall be evaluated by his/her supervisor. The entire evaluation process shall be completed prior to the offering of contracts. Evaluation activities shall take place openly and with the full knowledge of the evaluatee and the evaluator and shall be conducted in the following manner:

1. The evaluation shall be conducted according to the policy of the district and through utilization of the evaluation instrument adopted by the district.
2. All evaluatees shall have received copies of the evaluation policy and instrument adopted by the school board.
3. The evaluation shall be in writing and acknowledged by the signatures of the evaluatee and the evaluator. Such signatures do not denote agreement with the evaluation. The evaluatee shall receive a copy of all written evaluations. The evaluatee has the right to make a demurral statement concerning any part of the evaluation with which the evaluatee disagrees and attach such statement to the evaluation.
4. Any recommendation for non-renewal shall not be given without an evaluation having been completed within the forty five days preceding the offering of contracts.

THE AREAS SUBJECT TO EVALUATION

Degreed Non-instructional shall be evaluated on:

1. knowledge of area of responsibility;
2. planning, organizational skills and decision making;
3. leadership abilities and professionalism;
4. human relations and communications skills;
5. utilization of resources; and
6. supervision and evaluation of staff.

USE OF THE RESULTS OF THE EVALUATION

Evaluation notes shall be kept separately from personnel files. Only the results of the evaluation shall be filed in the evaluatee's personnel file. The evaluation file shall be subject to annual review by the evaluatee and evaluator. It shall be available at all times to the evaluatee, evaluator, superintendent, or other central office administrator designated by the superintendent. The three most recent evaluations shall be kept on file. Materials prior to the three (3) most recent evaluations may be removed at the request of the evaluatee.

At the time employment recommendations are given, the parts of the evaluation file pertinent to those recommendations shall be available to the school board. The evaluation file shall be maintained for a period of three years following the final termination of employment of the evaluatee. Copies of information in the evaluation file shall be released to potential employers upon written consent of the evaluatee.

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