

EVALUATION OF SUPPLEMENTAL CONTRACT PERSONNEL

PURPOSE

The evaluation of Supplemental Contract Personnel should lead to improved performance and to definite recommendations for employment under a supplemental contract.

SCOPE

Supplemental Contract Personnel will be evaluated on:

1. adherence to and support for Todd County School District's educational philosophy;
2. knowledge of and competence in area of responsibility;
3. planning, organization skills, and decision making skills;
4. human relations and communications skills;
5. leadership abilities and professionalism; and
6. ability to supervise staff and/or students.

Competency will be based solely on the results of the evaluation.

FREQUENCY

All personnel in the first two years of employment under a specific supplemental contract will be evaluated at least once each school year. Personnel holding specific supplemental contracts for three or more years in the Todd County School District will be evaluated formally at least once every two years. However, nothing will prevent formal evaluation at intervals of less than every two years.

CONDUCT

All supplemental contract personnel will be evaluated by an administrator. Use of an approved evaluation instrument is required. The entire evaluation process will take place during the time that supplemental contract activities are occurring.

USE OF RESULTS

Evaluation files will be kept separately from personnel files and shall be treated in a confidential manner. Only the results of the evaluation will be filed in the personnel file of the individual who has been evaluated. It will be available at all times to the person evaluated, the evaluator, the superintendent, or other central office administrator designated by the superintendent. The four most recent evaluations must be kept on file. Materials prior to the most recent evaluations may be removed at the request of the person evaluated.

LEGAL REFERENCE: SDLC 13-43-26

ADOPTED: March 11, 1991

REVISED: March 14, 1994

REVIEWED: August 24, 2015

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