

**Educational Support Personnel**

**5:320 Evaluation**

**Please refer to the applicable collective bargaining agreement(s).**

**For employees not covered by a current applicable bargaining agreement:**

Each full-time educational support staff member's job performance shall be evaluated by his/her direct supervisor. The evaluation process includes scheduled evaluations, on forms applicable to the job classification, and day-to-day appraisals.

Supervisors shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Director.

As appropriate, supervisors should discuss job performance issues that require attention with employees.

Adopted: March 13, 2019

**South Eastern Special Education Coop**

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