

**Performance Evaluation****Support Staff**

The development of a strong, competent support staff and the maintenance of high morale among the staff are major objectives of the Board of Education. The selection of qualified employees to fill vacancies, the determination of assignments and equitable work loads, the establishment of wage and salary schedules which encourage employees to put forth their best efforts, and the evaluation of employee achievements are some of the major responsibilities of the Board and administrative staff. A program of continuous evaluation is necessary in fulfilling these responsibilities.

All supervisors and/or principals will complete a written evaluation on all support staff under their supervision. All support staff employees will be evaluated at least once every year. The supervisors and/or principals will evaluate the performance of employees under their supervision in the following areas:

1. Job knowledge.
2. Quality of work.
3. Quantity of work.
4. Dependability.
5. Cooperation.
6. Attendance.
7. Punctuality.
8. Other areas as appropriate for the specific job.

This evaluation will be used to increase job proficiency, and also to determine eligibility for reemployment.

Adopted by the Pettis County R-V Board of Education on October 18, 1995

Richard Cornine, Board President      Ann Graff, Board Secretary

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