

**FOREST PARK PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY MANUAL**

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Educational Support Personnel

Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in School Board policies as well as compliance with State law and any applicable collective bargaining agreement or salary/benefit agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement or salary/benefit agreement.

CROSS REF.: 5 :10 (Equal Employment Opportunity and Minority Recruitment) 5:150 (Personnel Records)

ADOPTED: January 11, 2007

REVIEWED: September 14, 2017, January 12, 2023