

Poplar School District

PERSONNEL

5222

Evaluation of Non-Administrative Staff

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled annual evaluations using forms developed by the District and applicable to the job classification and description, and day-to-day appraisals.

Certified and/or classified staff members may be evaluated according to the terms stated in the current collective bargaining agreement, if applicable.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent.

Policy History:

Adopted on:

Revised on: 11 July 2016