

<b>Timberlane Regional School District</b>	<b>Policy Code: GDO-R</b>
<b>Adopted: 09-15-11</b>	<b>Page 1 of 1</b>

## **SUPPORT STAFF - PERFORMANCE EVALUATION PROGRAM**

### **Statement of Purpose**

On-going staff evaluation is meant to be a positive, supportive experience that will allow the support staff member and his/her supervisor to engage in meaningful dialogue concerning contributions the support staff member makes to the school and identifying and recognizing excellence by students, faculty, and staff, as both recognition and rewards play an important part in all of our working lives. We all have a need to be appreciated for what we do. Through a formal evaluation process, time will be devoted to recognize the positive contributions each staff member has made. Also, the formal meeting time will allow the supervisor to inquire how the job is going and how improvements can be made. In general, the evaluation program will emphasize positive reinforcement for a job well done, as well as point out areas of growth needs and possible further training needs.

The evaluation program will:

1. Provide a timeline for the support staff member and supervisor to conference on a regular basis.
2. Provide ways of identifying those individuals who make solid contributions to the job and school district.
3. Provide a forum for the support staff member to meet with his/her supervisor where open and frank dialogue can take place regarding the job and job performance.
4. Provide a method to collect data and identify areas where additional support and training is needed.
5. Provide a plan to identify meritorious and exceptional job performance and reward that performance through merit pay awards.
6. Provide information to the supervisor to better make management decisions regarding job and/or individual performance. (as examples: upgrade the status of a position or person, reassign, dismiss, etc.)