

## **AFD**

### **EVALUATION OF SUPPORT STAFF**

The development of a strong, competent classified staff of employees, and the maintenance of high morale among this staff, are major objectives of the Board. The finding of the right employees to fill vacancies, the determination of assignments and equitable workloads, the establishment of wage and salary policies, which encourage employee to put forth their best efforts, the evaluation of employee achievements and the provision of a good atmosphere in which to work, are some of the major duties of the Superintendent. A program of continuous evaluation is necessary in fulfilling these duties.

The evaluation will cover the major areas of the employee's responsibilities and shall include the following:

1. Specific work assignment
2. Attitude toward children
3. Attitude toward public education
4. Attitude toward supervisor, teachers, fellow, employees
5. Work habits

Each employee will be given an explanation of his or her duties and responsibilities and guidance in performing them satisfactorily by his or her immediate supervisor.

**Adoption Date:** April 8, 1993

**Amended:** May 8, 2008