

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EVALUATION OF SUPPORT  
EMPLOYEES

ADOPTED: August 19, 2002

REVISED: November 15, 2021

| 313.3. EVALUATION OF SUPPORT EMPLOYEES |  |
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| 1. Purpose                             | <p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of school district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all support personnel employed by the school district.</p>   |
| 2. Authority                           | <p>The evaluation plan for support employees shall be approved by the Board.</p>   |
| 3. Guidelines                          | <p>The objectives of the school district evaluation plan for support personnel are:</p> <ol style="list-style-type: none"><li>1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.</li><li>2. To identify and suggest ways to improve on weaknesses that prevent an employee from effectively carrying out assigned duties.</li></ol> <p>The evaluation plan shall:</p> <ol style="list-style-type: none"><li>1. Be in accordance with terms of the collective bargaining agreement.</li><li>2. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.</li><li>3. Provide for evaluation of all support employees annually, which may include an Individual Improvement Plan.</li></ol> |

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| <p>4. Delegation of Responsibility</p> <p>SC 1123</p> | <p>The Superintendent or designee shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none"><li>1. Evaluations conducted by persons designated by the Superintendent.</li><li>2. Establishment of procedures to be used in evaluation.</li><li>3. Specification of the form used for evaluations.</li><li>4. Method of making and retaining records which ensures that entries are based on observable and verifiable facts, all materials will be held confidential and the employee has an opportunity to review evaluations and append a written statement.</li><li>5. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change through the use of an Improvement Plan.</li></ol> <p>Procedures prepared by the Superintendent or designee shall:</p> <ol style="list-style-type: none"><li>1. Establish reasonable standards.</li><li>2. Apply in a consistent and uniform manner to all employees in the same class.</li></ol> |
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