

No. 4225
SECTION: PERSONNEL
TITLE: NON-PROFESSIONAL EVALUATION

ADOPTED: 5/15/06
READOPTED: 1/29/14;11/15/16;3/16/21
REVISED: 6/21/10;10/15/19

OXFORD AREA SCHOOL DISTRICT

The Oxford Area School District recognizes that the performance of non professional staff is important in the goal of a quality school system. Recognizing that excellent performance from non-professional employees is an important factor to support the efforts of the professional teaching staff, the Superintendent of Schools is directed to formulate and implement a plan whereby these goals may be achieved.

- A. Each non-professional employee shall receive at least one formal written evaluation **annually** by the person designated by the Superintendent of Schools to have supervisory responsibilities over the work of the employee.
- B. The evaluation shall become a permanent part of the employee personnel file of the school district.
- C. The designated supervisor shall provide a copy of the evaluation to the employee.
- D. The employee and supervisor shall meet to discuss the contents of such evaluation.
- E. Data recorded as a result of the evaluation process will be treated as confidential material.

Evaluation is to be used as:

- a. A constructive measure to counsel and guide the employee to his/her highest level of competency
- b. To provide a basis for decision making; particularly relative to promotions and continued employment