

Educational Support Personnel

Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in School Board policies as well as in compliance with State law.

Please refer to the following:

Agreement Between Indian Prairie Classified Association and Indian Prairie Unit School District 204.

Indian Prairie Community Unit School District 204 Non-Bargaining Unit Handbook.

For employees not covered by the above:

The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: April 22, 2013