

PERSONNEL

File: GDN

EVALUATION OF SUPPORT STAFF

Every employee of the Charlottesville City School Board will be evaluated on a regular basis.

The Superintendent shall assure that cooperatively developed procedures for support staff evaluations are implemented within the division and included in the division's policy manual. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the employee.

The primary purposes of evaluation and assistance are:

1. to optimize student learning and growth;
2. to contribute to the successful achievement of the goals and objectives of the division's educational plan;
3. to provide a basis for leadership improvement through productive performance appraisal and professional growth;
4. to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
5. to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

Adopted: March 20, 2008  
Revised: July 5, 2012

---

---

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.C.7, 22.1-313

Cross References:   CBG   Evaluation of the Superintendent  
                          GCN   Evaluation of the Professional Staff  
                          GD    Support Staff  
                          GDB   Support Staff Employment Status  
                          GDG   Support Staff Probationary Period  
                          GDPF  Suspension of Staff Members