

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