

Non-certified Employee Evaluation Regulation

Each individual non-certified employee will be evaluated on an annual basis by their supervisor. The goal of the evaluation is to maintain employees who meet or exceed the board's standards of performance, clarify each role and develop a working relationship between the administrators and other employees.

The [evaluation instrument](#) will be developed by the agency as a tool used to structure conversations, ensure focus and accountability, honor the work of the employee, and provide on-going support for continued professional growth.

TIMELINE

Calendar Year: July 1 – June 30	Due Date
Beginning of the year meeting Meet with employee(s) to explain/ review evaluation document and procedures. Supervisor and employee will set 1-2 performance goals.	September 30
Mid-Year Progress Review Employee and supervisor meet to review performance and performance goals.	Optional
End of year progress review & Evaluation Summary The supervisor will share a final assessment of employee's performance. This feedback will be used as a basis for setting 1-2 performance goals for the following school year.	May 31

Adopted: 6-6-12
Amended: 11-2-16
Amended: 05-04-22