

MOON AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED: October 10, 2000

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	There shall be a plan for regular evaluation of all classified personnel employed by the district.
2. Authority	The goals of the evaluation plan for classified personnel are: <ol style="list-style-type: none">1. To identify, improve, and reinforce the skills, attitudes and abilities which enable an employee to be effective.2. To identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.
3. Guidelines	<p>The evaluation plan shall group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.</p> <p>The plan shall provide a procedure for:</p> <ol style="list-style-type: none">1. Ensuring that appropriate evaluation of performance takes place during probationary periods of employment.2. Identifying and commending effective performance.3. Counseling and assisting employees where improvement is desired.4. Dismissing an ineffective employee when counseling and assistance fail to produce effective performance.
4. Delegation of Responsibility	<p>Evaluation of classified personnel is a management function and shall be the duty and the responsibility of the administration.</p> <p>The Superintendent shall prepare procedures for the conduct of employee evaluations.</p>