

EVALUATION OF NON-CERTIFICATED STAFF
TRANSPORTATION PERSONNEL

PURPOSE

1. To provide an opportunity for administration and transportation employees to discuss objectively the contributions of an employee to the school district.
2. To provide an opportunity for administration to plan a better program of supervisory service and staff development.
3. To establish a way by which administrators may make recommendations concerning employment of transportation personnel, and other reports for recommendations to the Board of Education.

GUIDELINES

1. The term "evaluation" means a written document prepared by a member of the administrative/supervisory staff.
2. The evaluation will be in narrative form addressing the following areas: work performance, work traits, school and community relations, and professional development.
3. Each transportation employee shall receive an evaluation a minimum of two (2) times a year, by December 1 and April 1.
4. Each evaluation may be followed at the request of either party within a responsible period of time, but in no instance less than 24 hours or more than 15 days, by a conference between the administrator/supervisory staff and the transportation employee. The transportation employee shall have the right to submit his/her written disclaimer within ten (10) days following a conference. Such disclaimer shall be a part of each party's copy of the evaluation.
5. It shall be the responsibility of the Superintendent of Schools with the advice of his/her transportation staff to develop and periodically evaluate an appropriate instrument for the evaluation of transportation employees.
6. A copy of the evaluation form and a copy of the Board's policy on evaluation of non-certificated staff will be provided to a transportation employee at the beginning of his/her employment, at which time the purpose and evaluation process shall be discussed with the new transportation employee by a member of the administrative/supervisory staff.

Source: Regular Board Meeting

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