SUPPORT STAFF – EVALUATION PROGRAM

Policy

The Superintendent of Schools will ensure that a program of evaluation for all support staff is carried out by the principal with the common CISPG template. The principal will complete the evaluation.

Procedures

1. Each support staff member will be evaluated in writing at least annually for the first two years of employment and at least every five years thereafter.
2. Additional evaluations may be conducted.
3. A copy of the evaluation report will be signed by and given to the employee with a copy retained in the employee's personnel file and a copy sent to the superintendent.

References:	***Date:*** August 2023
	Revisions: May 12, 2026