

Seaside School District 10

Code: **GDN**
Adopted: 7/26/07

Evaluation of Classified Staff

The development of a strong, competent classified staff of employees and the maintenance of high morale among this staff are major objectives of the Board.

The Board directs the Superintendent to establish procedures for supervision and evaluation of all classified personnel in order to achieve these objectives and to ensure maximum supporting services for the educational process.

The evaluation will be used to increase job proficiency, to identify superior performance, to supply information for modification of assignments, and to make decisions regarding employment status.

The procedure will include the following:

1. Each supervisor or principal will complete each year a written evaluation on all classified employees under his/her supervision;
2. The evaluation will cover the major areas of the employee's responsibilities;
3. All evaluations will be made on a standardized form;
4. A new classified employee, or a permanent classified employee appointed to a new position, will serve a probationary period of six working months, at which time the employee becomes regular if continued in employment;

These employees will receive an evaluation progress report within the first three months of employment and a final probationary report at the end of six months;

5. When an employee's performance lacks effectiveness and deficiencies are noted, a plan of assistance may be furnished to the employee.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 332.505](#)
[ORS 342.850](#)

[OAR 581-022-1720](#)