

EVALUATION OF SUPPORT STAFF

The development of a strong, competent classified staff of employees, and the maintenance of high moral among this staff, employees to fill vacancies, the determination of assignments and equitable work loads, the establishment of wage and salary policies which encourage employees to put forth their best efforts, the evaluation of employee achievements and the provision of a good atmosphere in which to work are some of the major duties of the superintendent. A program of continuous evaluation is necessary in fulfilling these duties.

Each employee will be given an explanation of his or her duties and responsibilities and guidance in performing them satisfactorily by his or her immediate supervisor.

The evaluation will cover the major areas of the employee's responsibilities.