

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: CDO**

**SUPPORT STAFF EVALUATION**

The development of a competent support staff is essential to the smooth operation of the school district. The Board of Education expects all employees to make continuous efforts to improve their performance and expects supervisors to assist them through the supervision and evaluation process. Therefore, the Board has established the following as its policy for the evaluation of support personnel.

1. The evaluation shall be conducted in an objective manner with the primary purpose being the improving of the employee's performance.
2. An evaluation for all support staff members shall be made no less than once a year. The evaluation shall be done no later than April 15th.
3. The evaluation system should make provision for the support employees to submit a written rebuttal to the formal evaluation if so desired.
4. A satisfactory annual evaluation is needed for an employee to be eligible to move to the next step on the salary schedule effective on July 11th.

Adopted: 12/19/95