

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

CODE: GDO-R

Support Staff Evaluation Procedures

The development of a competent support staff is essential to the smooth operation of the school district. The following procedures are designed to inform employees of the evaluation process and ensure that evaluations are conducted in a fair and timely manner.

1. The evaluation shall be conducted in an objective manner with the primary purpose being the improvement of the employee's performance.
2. An evaluation of or all support staff members shall be made no less than once per year. Evaluations should be completed no later than June 5th each year.
3. A copy of each evaluation will be presented to the evaluatee within five work days of an observation/conference.
4. After receiving a written evaluation, evaluatees will be allowed (10) school days to submit a written response. Responses will be attached to the evaluation and kept on file.
5. All building/district level personnel files are the property of the district and all documents contained therein will remain in the district.
6. The District will ensure that newly hired employees will receive training on the District evaluation model during their first 60 days of employment. This will include a thorough review of district policy on staff evaluation.

Adopted: 11/20/2017