

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: NON-PROFESSIONAL
EMPLOYEES

TITLE: EVALUATION OF NON-
PROFESSIONAL EMPLOYEES

ADOPTED: March 10, 1997

REVISED:

512. EVALUATION OF NON-PROFESSIONAL EMPLOYEES	
1. Purpose	There shall be a plan for regular evaluation of all nonprofessional personnel employed by the district.
2. Authority	The goals of the evaluation plan for non-professional personnel are to identify, improve, and reinforce the skills, attitudes and abilities which enable an employee to be effective and to identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.
3. Guidelines	<p>The evaluation plan shall:</p> <p style="padding-left: 40px;">group non-professional employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees;</p> <p style="padding-left: 40px;">provide a procedure for ensuring that appropriate evaluation of performance takes place during probationary periods of employment, identifying and commending effective performance, counseling and assisting employees where improvement is desired, and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.</p>
4. Delegation of Responsibility	The Superintendent shall prepare procedures for the conduct of employee evaluations.