

Personnel

Educational Support Personnel - Evaluation

Please refer to the following collective bargaining agreements:

"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO";

"Agreement between Valley View Office Personnel Council Aft-Local 604, IFT/AFT, AFL-CIO and the Board of Education of School District #365U";

"Valley View Community Unit School District 365U Policies and Procedures regarding Food Services Personnel."

For employees not covered by these agreements:

Each educational support staff member's job performance shall be evaluated by his/her direct supervisor. The evaluation process includes scheduled annual evaluations, on forms applicable to the job classification, and day-to-day appraisals. Supervisors should consider the employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperativeness.

Supervisors shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Superintendent.

As appropriate, supervisors should discuss job performance issues that require attention with employees.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: September 8, 1997

REVIEWED: May 18, 2009
(no change)