

PERSONNEL

File: GDN

EVALUATION OF SUPPORT STAFF

Evaluation shall be a requirement for all personnel in the Charlottesville City Public School Division.

Evaluation of support staff employees shall be a cooperative and continuing process with formal appraisal periodically. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the employee.

The purpose of evaluation and assistance is:

1. To raise the quality of instruction and educational service to the children of the community.
2. To raise the standards of the division as a whole.
3. To aid the individual to grow and improve.

The superintendent shall assure that cooperatively developed procedures for support staff evaluations are implemented within the division and included in the division's regulations manual.

Adopted: March 20, 2008

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.C.7.