

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED
EMPLOYEES

ADOPTED: October 14, 1991

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	There shall be a plan for regular evaluation of all classified personnel employed by the district.
2. Authority	The goals of the evaluation plan for classified personnel are: <ol style="list-style-type: none">1. To identify, improve, and reinforce the skills, attitudes and abilities which enable an employee to be effective.2. To identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.
3. Guidelines	The evaluation plan shall provide a procedure for: <ol style="list-style-type: none">1. Ensuring that appropriate evaluation of performance takes place during probationary periods of employment.2. Identifying and commending effective performance.3. Counseling and assisting employees where improvement is desired.4. Dismissing an ineffective employee when counseling and assistance fail to produce effective performance.
4. Delegation	The Superintendent shall prepare procedures for the conduct of evaluations for classified employees.