

Descriptor Term:
EVALUATION OF NON-LICENSED AND CLASSIFIED EMPLOYEES

Descriptor Code:
7.3910

Legal References: G.S. 115C-47(18), -333

Cross References:

The board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development through their careers.

Each supervisor and/or principal shall annually complete a written evaluation on all non-licensed/classified employees under his/her supervision. The evaluation shall be used to increase job proficiency and also to determine continuing employment status. All evaluations shall be made using the prescribed process and documentation for each category of classified employee. Supervisors and/or principals may use other forms of evaluation and documentation in addition to the annual evaluation, including informal observations and conferences.

The employee's supervisor has the responsibility for informing each employee in advance of the criteria to be used in evaluation.

Supervisors shall use the appropriate job description with each employee to explain his/her duties and responsibilities and to provide direction in performing them satisfactorily. An employee who needs more guidance to understand or perform his/her duties should seek such guidance from his/her immediate supervisor.

Evaluations of non-licensed/classified employees' performance must confirm to the following board directives.

1. Evaluators must clearly identify exemplary performance as well as deficiencies in performance.
2. Supervisors and principals should facilitate open communication with employees about performance expectations.
3. An employee who is unclear about how performance is being assessed or desires additional evaluation opportunities should address these issues with his/her immediate supervisor.
4. Evaluation data shall be submitted to the central office personnel file in accordance with state law and board policy 7.1200 Personnel Files.
5. Evaluation data may be used in making employment decisions, including transfers, promotions, and dismissal and demotion of employees.
10. The superintendent and all evaluators are encouraged to develop ways to recognize exemplary employees and to capitalize on the abilities of such exemplary employees in helping other employees.

The superintendent shall develop any other necessary procedures and shall provide training, as necessary, to carry out the board directives and to meet state requirements.