

## PERFORMANCE EVALUATIONS – SCHOOL SERVICE EMPLOYEES

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### 1.0 Purpose

The Superintendent shall promulgate an Administrative Regulation providing for the annual evaluation of school service personnel. The Administrative Regulation shall contain performance standards that are clearly defined and calculated to enable all school service employees to understand their job performance expectations. Indicators provided, either expressly or by reasonable implication, may not be required. Their purpose is to help clarify the responsibility and provide guidance to the development of performance standards.

### 1.1 Work habits.

#### 1.1.1 Indicators such as:

1.1.1.1 Observation of work hours.

1.1.1.2 Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)

1.1.1.3 Compliance with rules.

1.1.1.4 Safety practices.

1.1.1.5 Meeting schedules.

1.1.1.6 Accepting change.

1.1.1.7 Appearance of work area.

1.1.1.8 Initiative.

1.1.1.9 Attitude.

### 1.2 Performance

#### 1.2.1 Indicators such as:

1.2.1.1 Work judgments.

1.2.1.2 Planning and organizing.

1.2.1.3 Quality of work.

1.2.1.4 Accepting responsibility.

1.2.1.5 Following instructions.

1.2.1.6 Efficiency under stress.

1.2.1.7 Operation and care of equipment.

1.2.1.8 Work coordination.

1.3 Professional development.

1.3.1 Indicators such as:

1.3.1.1 Knowledge of work.

1.3.1.2 Job-related training.

## **2.0 School Service Personnel Job Descriptions**

All school service job descriptions shall contain the following skills:

2.1 Maintaining positive work habits,

2.2 Performing duties efficiently and productively, and

2.3 Maintaining and/or upgrading skills.

## **3.0 Review Schedule**

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**AUTHORITY:** West Virginia Board of Education Policy 5314

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**REVISED:** \_\_\_\_\_

See Administrative Regulations 4105.AR