

**FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT  
GLOCESTER, RI**

**EVALUATION OF NON-CERTIFIED PERSONNEL**

**PURPOSE:**

It shall be the purpose of this policy to establish the School Committee's expectations of the Administrative Staff as regards the evaluation of all members of the non-certified staff.

**PHILOSOPHY:**

The Committee recognizes that regular appraisal of staff performance is critical to the realization of the District's goals, and to maintain quality job performance by its staff employees.

**POLICY STATEMENT:**

Formal evaluations of staff personnel will be made in accord with such policies, directives and the effective negotiated agreement with the understanding that the Superintendent and staff shall have the authority to develop regulations, procedures and instruments for evaluation in line with the negotiated agreement and the following additional guidelines:

1. The Committee expects principals and supervisors to devote a reasonable amount of time and effort to the appraisal process, and to exert every effort to encourage staff members to develop their work performance to an optimum degree.
2. Performance appraisal will be continuous; it will not be limited to times of scheduled observations only.
3. Evaluations will be conducted in a fair and friendly manner. Principals and supervisors will make every effort to understand the needs of the employee and will provide all possible help when improvement is needed.
4. When a staff members' performance is unsatisfactory, the principal or supervisor will specifically identify areas needing improvement, offer specific suggestions for improvement, and give the staff member adequate time to show improvement.
5. The staff member must demonstrate improvement as a condition of continued employment.
6. All evaluations will be in writing and followed by a conference. Regular documentation of conferences, conversations, and observations will be encouraged. The staff member being evaluated will have the opportunity to review the evaluation with the evaluator, and

both will sign the appraisals. The staff member's signature indicates receipt of the evaluation and does not necessarily indicate agreement with the contents.

First Reading: November 20, 1990  
Second Reading: December 4, 1990  
Adopted: December 4, 1990  
Revised: May 1, 2000