

## EVALUATION OF SUPPORT STAFF

Every employee of the Westmoreland County School Board will be evaluated on a regular basis.

The superintendent shall assure that cooperatively developed procedures for support staff evaluations are implemented within the division and included in the division's policy manual. 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 primary purposes of evaluation and assistance are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

Adopted: December 11, 1995  
Amended: October 7, 1996  
Amended: May 12, 2003  
Amended: July 9, 2004  
Amended: August 8, 2008  
Amended: July 16, 2012

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-313, 22.1-253.13:7.C.7.

Cross Ref.:   CBG           Evaluation of the Superintendent  
                  GCN           Evaluation of the Professional Staff  
                  GD            Support Staff  
                  GDB          Support Staff Employment Status  
                  GDG          Support Staff Probationary Period  
                  GDPF        Suspension of Staff Members