

EVALUATION OF SUPPORT STAFF

The Portsmouth City School Board's performance evaluation system is designed to provide feedback to employees about their job performance. The school division is interested in helping all employees achieve a high level of job performance. In order to accomplish this goal, evaluations will be conducted periodically by each supervisor. Support staff will be evaluated annually.

1. Evaluation forms for support staff are located on the Portsmouth Public School Division Web site.
2. Personnel responsible for specific evaluations are requested to discuss with those employees to be evaluated the purposes, procedures, and results of the evaluation.
3. The supervisor is requested to sign all evaluations of the employees whom they supervise.
4. The evaluation form for support staff personnel shall be submitted to the Human Resources Office on or before the last Friday in May.

Approved: June 11, 1998
Revised: February 26, 2009
