

EVALUATION OF SUPPORT STAFF

Every employee of the Portsmouth City School Board is evaluated on a regular basis.

The superintendent ensures that cooperatively developed procedures for support staff evaluations are implemented within the division. 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 19, 1996

Revised: April 17, 2003

Revised: February 26, 2009

Revised: September 27, 2012

Revised: May 20, 2021

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

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
GCPF Suspension of Staff Members