

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE JOB EVALUATION CRITERIA  
PERFORMANCE RATING

ADOPTED: AUGUST 18, 2014

REVISED:

FORMERLY 4500

## 512 AR JOB EVALUATION CRITERIA – PERFORMANCE RATING

1. The Superintendent shall develop a program of evaluating non-instructional employees. The program shall be devised in such a manner that non-instructional employees may be classified for duty and for salary purposes.
2. The criteria for job evaluation shall be explained to employees and, if requested, a written copy of the procedure shall be given to the employees.
3. In conjunction with their job evaluation criteria, the Superintendent shall institute a program for performance rating. Performance ratings shall include the following elements.
  1. Quality of work
  2. Quantity of work
  3. Knowledge
  4. Adaptability
  5. Work Habits
  6. Relationship with people
  7. Attitude
  8. Personal fitness
  9. Judgment
  10. Supervisory skill
  11. Over-all rating
  12. Conclusions
4. A performance rating shall be filed for each non-instructional employee at least once a year.

Reviewed 4/9/01, 2/20/06
