

[Policy Home](#)[Section G Index](#)
[GE](#)**Procedures for Evaluation of Education Assistants, Support Staff, School Secretaries, Library Clerks, and School Custodians**

The principal is responsible for the evaluation of support staff, but will consult with other professional staff in supervisory positions. The divisionally approved form will be used for each evaluation.

26 Jun 01 (313)

1. New employees will be formally evaluated by the principal two weeks prior to the expiration of their three-month probationary period.
2. The initial three-month probationary period may be extended for an additional three-month probationary period provided that the employee and their union are notified in writing by the principal that the probation is to be extended.
3. If an employee's probationary period is extended to cover a full six months, an additional evaluation shall be completed by the Principal at least two weeks prior to the expiration of the probationary period.
4. The employees and their union are to be notified in writing by the Superintendent if they are to be retained or released two weeks prior to the expiration of their second three-month probationary period. **Rev 8 Apr 97(181)**
5. All employees are to be evaluated every third year of employment at a minimum. **Rev 26 Jun 01 (313)**
6. Additional evaluations may be initiated by a principal or at the request of an employee. A significant change in assignment may require an evaluation. **Rev 26 Jun 01 (313)**

12 Apr 88(194); Rev 8 Apr 97 (181); Rev 26 Jun 01 (313)