



The senior administrative staff and principals shall be responsible for the supervision and the evaluation of support staff. Evaluation shall be done in the first six months of employment, and once every three years thereafter.

Each employee at the commencement of his/her employment shall be provided with a job description. Performance evaluation shall be based upon the criteria found in the job description.

A copy of the evaluation shall be presented to the employee and another copy shall be placed in the employee's file. See also Evaluation of the Bus Driver.