

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield New Jersey 07081**

**POLICY: EVALUATION**

The Chief School Administrator shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel in the schools shall submit to the Chief School Administrator a report on the work and attitude of each employee under their jurisdiction.

The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he/she is to be evaluated in advance of the evaluation.

**Legal References:**

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:17-2 Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees

N.J.S.A. 18A:17-3 Tenure of janitorial employees

N.J.S.A. 18A:38-33 Tenure of attendance officers in city districts

**Cross References:**

3510 Operation and maintenance of plant

3541.33 Transportation safety

4212.6 Personnel records

Approved: November 19, 2007