

Certificated Personnel

Evaluation/Supervision

The evaluation procedures for certificated personnel on a regular contractual assignment are defined in the negotiated contract.

Extra Duty Assignments

The prime evaluator, in completing evaluation forms for personnel under his/her supervision, shall include in the Certificated Performance Appraisal a statement concerning the evaluatee's performance in such extra duty assignments as:

1. Department Chairpersons
2. Athletic Directors
3. Assistant Director of Athletics
4. Athletic Coordinators
5. Coaching staff, including intramural
6. Driver Training
7. Elementary Choir Directors
8. Personnel on Co-curricular Assignments

The appraisal of such extra duty shall be a separate statement on the appraisal form and not noted in the Factor section. The prime evaluator should consult with appropriate members on the staff in developing this statement concerning performance of extra duty assignments.