

Educational Support Personnel

5:320 Evaluation

The Executive Director is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable employee handbook and/or collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee may be evaluated annually, or as determined necessary by the Executive Director or designee, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable employee handbook and/or collective bargaining agreement.

Program Assistant Evaluation Plan Committee

Please refer to the current Contractual Agreement between P.A.E.C. Governing Board - SEJA #803 and Teachers and Program Assistants, P.A.E.C. Council Local 571 IFT-AFT.

LEGAL REF.:

105 ILCS 5/10-20.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

Adopted: February 22, 2023

Proviso Area for Exceptional Children (P.A.E.C.)
