

## Supervision and Evaluation of Classified Staff

Classified employees shall perform duties as assigned by the immediate supervisor, in keeping with the general policies and practices, and programs of the district.

It is the policy of the district Board to require at least annual evaluations of all classified personnel. The evaluation shall be in writing, dated and signed by both the employee and the supervisor. One copy of the evaluation will be placed in the district personnel files and one will be provided to the employee.

The superintendent shall develop and implement a program designed to provide for the supervision and evaluation of the work of classified personnel.

Evaluation results will be discussed with the supervisor and employee, and the employee shall have the opportunity to make a written statement regarding the evaluation and have it placed in the personnel file.

The district will provide a list of duties and responsibilities for all personnel as shown in position descriptions.

All classified employees shall be under the direct administration of their building principal.

The responsibilities of building maintenance and custodial personnel shall be in position descriptions, and the authority of the building principal will be described.

The building principal shall supervise all other classified staff members assigned to the building and is responsible for their annual evaluation, including clerical/secretarial and food services employees.

The building principal shall have responsibilities for and relationships with bus drivers as determined by the superintendent.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)