

# POLICY

## HOWELL TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS  
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Evaluation of Non-Instructional Personnel

### 4220 EVALUATION OF NON-INSTRUCTIONAL PERSONNEL

The Board of Education recognizes the importance of implementing a program of non-instructional employee evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for non-instructional personnel are to improve and reinforce the skills, attitudes and abilities which enable an employee to be effective in achieving assigned job goals and to identify and remediate weaknesses which prevent an employee from achieving the goals of assigned duties. The structure of the evaluation plan shall include annual evaluation of all non-instructional employees.

Adopted: 03 January 2013

