

**WEST LINN-WILSONVILLE SCHOOL DISTRICT  
SCHOOL BOARD POLICY**

Current File Code: GDM  
Date Policy Reviewed & Re-adopted: 5-07-07

---

**EVALUATION AND SUPERVISION OF CLASSIFIED EMPLOYEES**

Principals and supervisors should make regular and planned observations and evaluations of each classified employee to observe the progress, the method of operation and the effectiveness of each individual. Observations may be of short or long duration. A conference following an observation should be held to discuss areas of concern or particular areas for improvement. Any employee experiencing difficulty should be helped by the supervisor or principal in any constructive way possible to improve performance. The supervisor or principal may recommend further training or class work to remedy a particular situation.

END OF POLICY