

SUPPORT STAFF

General

The Maggie L. Walker Governor's School Regional School Board recognizes the essential role of support staff in the operation of the school and in support of student learning.

Definition of Support Staff

Support staff personnel are those employees whose positions in the school do not require a license issued by the Virginia Board of Education as a condition of their employment. This category includes, but is not limited to, non-licensed administrative personnel, clerical staff, custodial and maintenance employees, transportation personnel, food service workers, and paraprofessionals.

Probationary Period

Support staff may serve a probationary period upon initial employment with the school. The purpose of the probationary period is to allow time to evaluate the performance of the employee to determine suitability for continued employment. The general length of the probationary period for all support staff personnel is one year. The probationary period may be shorter or different depending on the requirements of the position as determined by the Regional School Board.

Completion of the probationary period does not create a guarantee of continued employment.

Employees who have successfully completed the probationary period for one position will serve another probationary period if they move to another position.

Evaluation of Support Staff

Every employee of the Maggie L. Walker Governor's School Regional Board is evaluated on a regular basis.

The executive director ensures that cooperatively developed procedures for support staff evaluations are implemented within the school. The evaluation criteria must be job-related and nondiscriminatory. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the personnel file and one copy to the employee.

The primary purposes of evaluation are:

- Optimize student learning and growth;
- Contribute to the achievement of the goals and objectives of the school's educational plan;

- Provide a basis for improvement of job performance and professional growth;
- Promote a positive working environment and effective communication between the employee and the evaluator; and
- Enhance overall professional effectiveness and student outcomes.

Adopted: November 12, 2015
Amended: October 15, 2020
Reviewed: September 19, 2024
Amended: September 17, 2026

Legal Ref.: Code of Virginia, 1950, as amended, § § 22.1-70, 22.1-78, 22.1-79; 22.1-293, 22.1-313, 22.1-253.13.7.

8 VAC 20-23, 8 VAC 20-671-330

Cross Refs.:

Pol 5021.1 Procedure for Support Staff Personnel Grievances