
I. PURPOSE

This policy establishes Athlos Academy of Jefferson Parish's procedures for the evaluation and dismissal of classified employees.

II. DEFINITIONS

- A. Non-Licensed Employee: An employee who is working for a school in a position that does not require a Louisiana educator license; typically referred to as a certified employee.

III. POLICY

A. Non-Licensed Employee Evaluations

1. The Athlos Academy of Jefferson Parish School Board will require at least one evaluation annually of non-licensed employees
2. Evaluations shall be conducted by the Lead School Administrator or designee, and shall include:
 - a. Valid and reliable methods and tools to implement the evaluations; and
 - b. Evaluation criteria tied to specific non-licensed job descriptions or assignments.