

Big Sandy Area C.A.P., Inc. - HEAD START  
Program Policies and Procedures

SUBJECT:

## **Staff Performance Appraisals**

POLICY:

The program performs an annual performance review of all staff.

- *This policy relates to [Head Start Performance Standards Part 1304.52](#)*

PROCEDURE:

1. At a minimum, the program performs an annual performance review of each Head Start staff member and uses the results of these reviews to identify staff training and professional development needs, modify staff job descriptions/ performance agreements, as necessary, and assist the staff member in improving his/her skills and professional competence.
2. The staff evaluation and other appropriate information will be used by the supervisor and staff member to develop an Individual Growth Plan.
3. The employee's immediate supervisor is responsible for the performance review.
4. The review is completed before the program year ends for all classroom staff and on or before July 1 for all other staff employees.

*Approved by the Policy Council June, 2007*