

Personnel

Educational Support Personnel - Evaluation

The supervision of every employee shall include continuing evaluation and constructive suggestions toward improvement of performance. In addition to the continuing evaluation, there shall also be a formal evaluation procedure.

Purpose

The purposes of the formal evaluation are:

- A. Assessment of performance for retention, reassignment, promotion or salary advancement;
- B. Improvement of performance through constructive suggestions which will help the individual realize his full potential; and,
- C. Maintaining in each employee's personnel folder a record of his performance in the District.

Evaluation Schedule

Each full-time support staff employee shall be formally evaluated a minimum of once annually. The supervisor of each full-time employee will complete, in April of each year, a performance report for the employee in his or her area of responsibility, using the form applicable to the job classification. A copy shall be given to the employee and discussed with him or her. The original shall be signed by the employee and filed with the Superintendent.

The supervisor of each part-time support staff employee will complete when appropriate a performance report for the employee's record.

Support Staff Evaluation Instructions

- A. Supervisor to Prepare Evaluations:
The employee's immediate supervisor will prepare all evaluation materials and will schedule any required conferences with the employee.
- B. Performance Responsibilities:
 - 1. Employee Knowledge of Job Tasks and Responsibilities:
The supervisor shall rate the employee's knowledge of job responsibilities and tasks as one of the following:

"E" Excellent

The employee's knowledge of job tasks is considered excellent when the employee's daily performance is self directed and does not need correction or redirection by the supervisor.

"S" Satisfactory

The employee's knowledge of job tasks is considered satisfactory when the employee requires no more than normal or occasional correction or redirection.

"M" Marginal Overall Rating

The supervisor should rate the employee's knowledge of job tasks as marginal when either of the following occur:

- a. While the employee performs some job tasks in a satisfactory manner, the supervisor can demonstrate that less than seventy percent of the assigned job tasks are not performed or are performed in a substandard manner.
- b. The supervisor can demonstrate that constant supervision is necessary to have the employee perform job tasks in a satisfactory manner.

"U" Unsatisfactory

The supervisor should rate the employee's knowledge of job tasks as unsatisfactory when any of the following occur:

- a. The supervisor can demonstrate that less than sixty percent of the assigned job tasks are not performed or are performed in a substandard manner.
- b. The supervisor can demonstrate that constant supervision is necessary to have the employee perform job tasks in a satisfactory manner.
- c. Constant close supervision has failed to produce positive results.

2. Use of Employee Time:

The supervisor shall rate the employee's use of job time as one of the following:

"E" Excellent

The employee's use of job time is considered excellent when the employee is a "self starter" and works steadily without supervisor direction.

"S" Satisfactory

The employee's use of job time is considered satisfactory when the employee's use of time requires no more than normal or occasional correction or redirection.

"M" Marginal overall Rating

The supervisor should rate the employee's use of time and productivity as marginal when either of the following occur:

- a. While the employee performs some job tasks in a satisfactory manner, the supervisor can demonstrate that less than seventy percent of the assigned job tasks are not performed or are performed in a substandard manner.
- b. The supervisor can demonstrate that constant supervision is necessary to have the employee perform job tasks in a satisfactory manner.

"U" Unsatisfactory

The supervisor should rate the employee's knowledge of job tasks as unsatisfactory when any of the following occur:

- a. The supervisor can demonstrate that less than sixty percent of the assigned job tasks are not performed or are performed in a substandard manner.
- b. The supervisor can demonstrate that constant supervision is necessary to have the employee perform job tasks in a satisfactory manner.
- c. Constant close supervision has failed to produce positive results.

C. Overall Rating:

The supervisor shall make a summary judgment considering the employee's performance of all job tasks. Job tasks are defined in the Job Description, written work schedules established by supervisors and verbal instructions given by supervisors. The supervisor must supply the employee with a job description, a copy of this evaluation policy and any written work schedules at the beginning of employment and then annually at the beginning of each year. Copies of revised written work schedules should be supplied promptly as needed.

"E" Excellent Overall Rating

The employee performs all job tasks in an exceptional manner. The employee is a "self-starter" who understands the job to be done and requires little or no direction from the supervisor. The employee "goes the extra mile" for the benefit of the school district. The supervisor can depend on the employee. The employee consistently makes positive work contributions to the school district.

"S" Satisfactory Overall Rating

The employee performs assigned job tasks. The employee requires no more than normal supervision.

"M" Marginal Overall Rating

The supervisor should rate the employee's performance of job tasks as marginal when either of the following occurs:

- a. While the employee performs some job tasks in a satisfactory manner, the supervisor can demonstrate that less than seventy percent of the assigned job tasks are not performed or are performed in a substandard manner.
- b. The supervisor can demonstrate that constant supervision is necessary to have the employee perform job tasks in a satisfactory manner.

"U" Unsatisfactory

The supervisor should rate the employee's performance as unsatisfactory when any of the following occur:

- a. The supervisor can demonstrate that less than sixty percent of the assigned job tasks are not performed or are performed in a substandard manner.
- b. The supervisor can demonstrate that constant supervision is necessary to have the employee perform job tasks in a satisfactory manner.
- c. Constant close supervision has failed to produce positive results.

D. General Comments:

The Supervisor should sum up, in his or her own words, the individual's strengths, weaknesses and steps to be taken to improve upon areas identified as needing improvement.

E. Review:

Completed evaluations should be forwarded to the Assistant Superintendent by the deadline dates for review.

Evaluation Instruments

The Superintendent shall design and revise the evaluation instruments as necessary. The evaluation instruments will implement the policies of the School Board.

In the development and revision of evaluation instruments, the Superintendent shall give consideration to the recommendations and reactions of those who will be affected. Evaluation instruments require review and approval by the School Board.

Evaluation instruments shall be disseminated to all persons affected by them and filed in the Board Policy Manual. Evaluation instruments shall be numbered to correspond to the Board Policy to which they relate.

Adopted: October 9, 1997
Reviewed: April 24, 2003
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