

Evaluation of Classified Staff

Evaluation is the process of ascertaining or judging by careful appraisal the employee’s job-related performance. During the evaluation process, careful consideration should be given to providing enough qualified supervisors to oversee work and to make judgments about the work and workers. The district should provide adequate time for assigned evaluators to perform their supervision and evaluation duties.

Evaluation of classified employees are to be completed at least annually, by May 30, on all employees, with additional evaluations as deemed necessary by the supervisor.

Evaluations will be completed on Form 15A by the following persons:

Employee Group	Evaluator	Evaluator to Consult With
Supervisors	Superintendent	
Custodians	Principal	Maintenance Supervisor
Secretaries	Principal or Superintendent	
Aides	Principal	Supervisory Certified Staff
Kitchen Staff	Head Cook	Superintendent

Completed evaluations are to be signed by the employee, evaluator and, when appropriate, the person consulted with. Copies of completed evaluations will go to the employee, their supervisor and the district office.

1. Evaluation shall promote personal growth and competent performance, which should result in the improvement of instructional, educational and support services programs.
2. Evaluation shall include provisions for objective judgment by qualified personnel.
3. Evaluation shall be an essential part of staff development and service improvement, and should create a better understanding between employers and employees. Periodic evaluations should help supervisors and employees to identify strengths that should be encouraged or weaknesses that should be corrected. Evaluation may also help supervisors recognize employees’ potential for greater responsibilities.
4. Supervisors shall be trained in the skills of supervision and evaluation.
5. Employees shall know where they stand with respect to job performance. They should receive recognition for outstanding work and they should know how to improve. Evaluation should be fair and conducted in a professional manner.

6. Job descriptions shall be prepared for all positions in the district and should be reviewed each year or as needed. Descriptions should be discussed with new employees at the time of employment. This discussion should include a review of the specific job and the expected performance.
7. Performance evaluations shall be based on the job description, the district-adopted standards of performance and the individual employee goals as developed with the supervisor.
8. Evaluations shall be in writing, and must be signed by both the evaluator and the person evaluated. (The signature of the person evaluated indicates merely that the evaluation was read and discussed with the evaluator. It does not necessarily indicate agreement.) Provisions shall be made for the person evaluated to respond to the evaluation report.
9. A cycle of supervision shall include cooperative involvement between evaluators and persons to be evaluated regarding:
 - a. Understanding procedures and individual performance needs;
 - b. Establishing a timeline for evaluation activities;
 - c. Establishing specific goals in performance terms;
 - d. Observing the performances(s);
 - e. Obtaining data, including performance results;
 - f. Analyzing the data;
 - g. Planning the conference;
 - h. Conferring;
 - i. Scheduling additional segments of the cycle (a.-g. above);
 - j. Providing appropriate experiences to give the employee an opportunity to strengthen any performance areas identified as needing improvement;
 - k. Planning a professional growth program.
10. Classified employees on probationary status should be formally evaluated at least three times before the end of their six-month probationary period.

The evaluation of classified employees shall be carried out on a schedule and otherwise as necessary. Supervisors shall promptly discuss results of these evaluations with employees and place reports in personnel files. Evaluations shall be in writing on the standard form developed by the district. Both supervisor and employee shall sign the evaluation and provisions should be made for the employee to respond to the report. The signature of the employee will only be regarded as acknowledgment that the evaluation was read and discussed with the evaluator and does not necessarily indicate agreement with the report.

The classified employee and supervisor together shall annually write performance goals for the employee based upon the position description and performance standards. In the event of disagreement, supervisors shall establish goals, noting the employee's disagreement, and provide for the implementation of the goals.

Supervisors and classified employees shall determine at each checkpoint what progress has been made toward the goal. New goals may be set, with the process being designed to assist the employee to improve performance.

As nearly as practical, the following evaluation schedule should be used:

By October 15:

1. Classified employees shall receive a copy of the job description, the performance standards and the evaluation form when employed.
2. Evaluators shall hold a preevaluation interview with each classified employee to establish performance goals for the employee based upon the job description and performance standards.
3. Classified employees in a new or altered assignment shall be observed at least once, and this observation shall be followed by a conference.
4. Observations and conferences shall be documented on appropriate forms immediately following observations and conferences. The observation form and conference report shall be signed by both parties and placed in the employee's working file in the school.

By December 15:

1. Classified employees in new or altered assignment, and others as appropriate, shall be observed as needed.
2. Observations and conferences shall be documented and forms and reports signed.
3. The first written evaluation, based on the written performance standards criteria including the performance standards criteria and performance goals for the employee, shall be placed in the employee's personnel file in the district office. A copy of the completed form shall be given to the employee. Evaluators and appropriate supervisors shall discuss less-than-satisfactory performance with employees.

By February 15:

Classified employees whose performance has been less than satisfactory shall have additional observations and conferences. If performance is still less than satisfactory, a supplemental evaluation form signed by both parties shall be filed in the district office.

By May 31:

Classified employees who are to perform services in the same or similar capacity during the subsequent academic year shall receive written notice of reasonable assurance of continued employment.

By June 15:

A district performance evaluation report form shall be completed for all classified employees, signed by both parties and filed, if this has not already been done earlier in the school year.

Evaluation Schedule in Brief

- by Oct 15** Preevaluation interviews, goal setting, observation and conferences for new employees.
 - by Dec 15** Additional observations and conferences, as needed, for new employees and an observation and conference for each employee.
 - by Feb 15** Additional observations and conferences, as needed.
 - by May 31** Notice of continued employment, as appropriate.
 - by Jun 15** Form(s) filed in district office.
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Plan of Assistance

If a classified employee's performance is below standards, the district may implement a plan of assistance. Such a plan shall include an objective analysis of observable difficulties and a statement of immediate goals to overcome these difficulties. The plan shall include a checkpoint schedule and both employee and supervisor signatures.

The plan may include reassignment, now or at a later date, to a different school or to other activity to help the employee provide acceptable service. The plan may involve a variety of activities such as observing peers, assisting district resource persons, participating in in-service programs or academic study.

A classified employee working under a plan of assistance may be unable to carry out the plan sufficiently to meet district performance standards. It may then be necessary to inform the employee that a new plan of assistance is needed or that an adverse employment action is being made by the district.

Hearing on Demotion or Dismissal of District Employees

1. Classified employees who are demoted or dismissed are entitled to a hearing before the Board if a written request is filed with the Board within 15 days of the demotion or dismissal.
2. If the district has financial or staffing problems, the district shall consider alternatives for changes in staff assignments before dismissing employees.

Personnel File Review

Classified employees shall have the opportunity to review their personnel files, both at the building level and at the central administration office, with the exception of confidential letters of recommendation. Such review shall be conducted in the presence of the principal, superintendent or a designee and such a review shall be during ordinary office hours and at a time when the employee is not required to be on duty. No material shall be removed from the file by the employee. At the employee's request, a representative of the employee association may accompany the employee when the employee reviews his or her file.

Performance Evaluation Report - Classified Employee

Employee Name _____

School _____

Position Title _____

Dates of Evaluation _____ to _____

Employee Status: Part-time Regular

				Factor Checklist	Factor Definitions
4	3	2	1	Evaluator must check each factor in the appropriate column (Checks in column 1 must be explained in Section 5)	
Section 1				Performance Abilities	<p>Quality of Work: With accuracy and with dependability.</p> <p>Knowledge of Work: The understanding of specific job requirements necessary for satisfactory job performance.</p> <p>Operation and Care of Equipment: Refers to knowledge of and effort made to properly utilize materials for their most efficient use.</p> <p>Attendance: Faithful adherence to hours and days of assigned work.</p> <p>Public Relations: Courteous and helpful attention given to other people and an awareness of representing a public service organization.</p> <p>Staff Relations: Maintaining a satisfactory working relationship with other employees and demonstrating a willingness to work within a group approach to achieve efficient operation.</p> <p>Adaptability: The ability to adjust without difficulty to new and changing conditions.</p> <p>Initiative: The effort made to attain prescribed goals and respond with minimum direction to new demands and a willingness to accept responsibility or take action not required in job description.</p> <p>Dependability: The ability to do required jobs well with a minimum of supervision.</p> <p>Respects Confidentiality: Does not disclose confidential or sensitive information received in any form that would violate the personal privacy of any student or staff.</p>
Section 2				For Employees Who Supervise Others	

Section 2

Record job strengths and superior performance incidents.

Section 4

Record progress achieved in attaining previously set goals for improved work performance.

Section 5

Record specific work performance deficiencies of job behavior requiring improvement or correction.

Section 6

Record specific goals to be undertaken during next evaluation period.

Section 7 - Status Recommendation (check appropriate box)

Continued Employment Termination Recommended

Principal, Vice Principal or Superintendent Signature

Date

Supervisor's Signature

Position

Date

Employee: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee's Signature

Date

Plan of Assistance
(Classified Only)

Employee Name

Job Classification

School

Supervisor

Supervisor's statement of the problem:

Employee's Statement of the problem:

Desired behavior:

Steps employee shall take to arrive at desired behavior:

Steps supervisor shall take to arrive at desired behavior:

Timeline for next evaluation:

Employee's Signature

Date

Supervisor's Signature

Date

(Employee's signature does not necessarily mean agreement but indicates the document has been read and discussed.)

copies: Employee
Supervisor
Employee file

Classified Employee Performance Goals

Employee Name: _____ Date: _____

Employee Duty Assignment: _____

Performance Goal: _____

Activities that will lead to accomplishment of the performance goal:

1. _____
2. _____
3. _____

Evidences of goal accomplishment:

1. _____
2. _____
3. _____
4. _____
5. _____

Assistance needed to accomplish the goal:

1. _____
2. _____
3. _____

Timeline:

_____ School Year
Sheet Number ___ of ___

Use a separate sheet for each Performance Goal