

Support Staff Evaluation Process

Updated 09.10.08

Probationary Staff (from AFSCME Contract)

Probationary employees shall be evaluated at least twice during their probationary period. The evaluations shall occur approximately at the mid-point and before the end of the probationary period. Upon completion of the probationary period, the employee will move to the non evaluation year cycle beginning the following school year.

Non-Probationary Staff (from AFSCME Contract):

All non-probationary employees performing satisfactorily shall be evaluated on a two-year cycle composed of a goal year and an evaluation year. The Administrator identified in the employee's job description shall be responsible for the evaluation and the collaborative goal setting process. Except for good cause, the evaluation shall be completed by May 1 of the evaluation year.

Process – Evaluation Year

- **Evaluator Assignment**

Supervising administrator will determine who the administrative evaluator is for each staff member. You will be informed at the start of each year who is assigned to complete your evaluation. Input from a supervisor may be included in the evaluation.

- **Beginning of Year Meeting**

Meet to discuss process and forms

- **End of Year Meeting (by May 1st)**

Staff member completes framework, evaluator completes framework and brings to the evaluation conference. A joint rubric is completed during the evaluation conference. The final page is completed during the evaluation conference with the evaluator and staff member.

Process – Goal-Setting Year

- **Evaluator Assignment**

Supervising administrators will determine who the administrative evaluator is for each staff member. You will be informed at the start of each year who is assigned to complete your evaluation.

- **Beginning of Year Meeting**

Meet to discuss process and forms

- **Goal-Setting Meeting with Evaluator by November 1** Complete the goal setting sheet and submit to evaluator one week prior to your meeting. Evaluator and staff member review plan and make any needed revisions. Both staff member and evaluator sign and date the form at this time.

- **Status Report (by May 1st)**

Staff member completes the status report portion of the Goal Setting Plan form and submits to evaluator.