

Classified Employee Evaluation

The classified evaluation plan shall have the following components:

- The classified probationary period is for three (3) months.
- The probationary employee shall be evaluated at the end of the third month of employment and by the annual evaluation date.
- All classified employees will be evaluated annually by May 1 unless an employee was hired after November 1. If the employee was hired after November 1, the 90 day probationary evaluation will be the annual evaluation.
- Each employee shall be evaluated by the supervisor or principal as listed on their job description at "Reports to." In cases where there are multiple people listed at "Reports to" or a person works multiple campuses, one person shall be assigned to complete the evaluation process, with input from the others listed at "Reports to."

The purpose of the evaluation is to aid the employee in making continuing growth and to determine the employee's performance of his/her responsibilities. The employee may be observed and evaluated with respect to their relationships with students, parents, other staff members, and members of the administration as well as in the performance of their regular duties and at special assigned duties and activities.

During this evaluation process, the employee has the responsibility to provide in writing to the evaluator, when appropriate, any circumstances that may adversely affect the outcome of his/her evaluation. When so advised, the administrator shall note in writing the alleged circumstances that may have adversely affected an employee's performance.

The Superintendent or the School Board of Directors may assign an employee to be evaluated by another evaluator.

LEVELS OF PERFORMANCE

Each element listed in the evaluation instrument has four levels of performance: unsatisfactory, average, expected, and exceeds expected. The levels range from describing employees who are still striving to understand the position (unsatisfactory) to highly accomplished employees who are able to share their expertise (exceeds expected performance).

The levels of performance are especially useful when the categories are used for supervision and evaluation. Even when they are used to help with self-assessment or to support mentoring or coaching relationships, they can initiate a discussion and suggest areas for further growth.

UNSATISFACTORY PERFORMANCE

The employee does not yet appear to understand the concepts underlying the category. Work at this level shows little application of knowledge and skills and contains many errors and omissions. Techniques used to address the category do not meet the level of need.

AVERAGE PERFORMANCE

The employee appears to understand the concepts underlying the categories and attempts to implement its elements. Implementation is sporadic, intermittent, or otherwise not entirely successful. Work at this level shows basic, but inconsistent, application of knowledge and skills. Work has errors or omissions that detract from the overall quality. Improvement is expected.

EXPECTED PERFORMANCE

The employee clearly understands the concepts underlying the categories and implements them well. Work at this level shows a thorough and effective application of knowledge and skills.

EXCEEDS EXPECTED PERFORMANCE

The employee at this level demonstrates a distinctive and consistent understanding and sophisticated application of knowledge and skills. The employee, operates at a qualitatively higher level and work at this level is exceptional. Provides leadership to peers and is able to make contributions in the field.