

EVALUATION OF SERVICE PERSONNEL AND ADMINISTRATIVE EMPLOYEES

1.0 Purpose.

All service employees will have an annual performance evaluation for the purpose of providing feedback to the service employee on job performance and proficiency.

2.0 Goals of Evaluation of Service Employees.

- 2.1 Strive for the improvement of the total county program;
- 2.2 Stress the importance of the importance of personal improvement on the part of the service employee to provide a quality education and/or service;
- 2.3 Provide for the continuous process of service performance evaluation within due process given to the service employee.

3.0 Definitions.

Terms regarding service employee evaluations are defined as follows.

- 3.1 Conference: a formal meeting between supervisor/employee or if applicable, the improvement team/employee is focusing on the discussion of an observation, an evaluation or an improvement plan.
- 3.2 Instruments: any printed evaluation form containing the performance standards to be observed and the rating system to evaluate the employee's performance.
- 3.3 Performance Standards: observable indicators of job responsibilities used to rate the performance of an employee.
- 3.4 Observation: a formal or informal sampling of the employee's performance on the established performance standards for his/her position.
- 3.5 Ratings: the system utilized to identify employees meeting or not meeting performance standards.

4.0 Service Personnel Observation and Evaluation.

- 4.1 Observations and composite evaluations of service employees will be completed by the immediate supervisor on at least an annual basis.
- 4.2 Each school level employee will be observed/evaluated by the school principal and/or immediate supervisor.
- 4.3 Additionally, the program area supervisor or director may observe/evaluate service personnel and will assist the immediate supervisor if the need arises.

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- 4.4 In the case of county level service employee, each employee will be observed/evaluated by the immediate supervisor on an annual basis.
- 4.5 Results of observations and composite evaluations will be recorded on standard Barbour County Schools Observation and Evaluation forms.
- 4.6 It shall be the responsibility of each observer or evaluation team to record such data.
- 4.7. Each observation and evaluation will be reviewed with the service employee by the immediate supervisor.
- 4.8 A copy of the observation and evaluation will be given to the service employee.

5.0 Plans of Assistance.

- 5.1 When observations and resultant evaluations are less than satisfactory an individual plan Of assistance shall be prepared and implemented.
- 5.2 Employees receiving less than satisfactory on any or all of the essential performance standards shall be required to complete the improvement components program.
- 5.3 The plan of assistance shall contain a statement of the deficiencies and/or weaknesses, a plan of improvement and outline a monitoring system or time schedule for the plan.
- 5.4 It is the responsibility of the employee to follow and implement the plan.
- 5.5 The plan of assistance will also contain the signature of the employee, the principal or supervisor and the program supervisor.
- 5.6 A copy of this form will be provided each person signing it.
- 5.7 If deficiencies in performance standards are corrected and future performance satisfactory, the principal and program supervisor will notify the service employee in writing at the plan is successfully completed.
- 5.8 If the employee cannot or chooses not to remediate the deficiency, dismissal proceedings may be initiated if the deficiency substantially impairs the employee's ability to fulfill his/her job responsibilities.

6.0 Rating Structure.

Each employee shall receive an annual rating based on the results of the final or composite evaluation. Two rating categories will be utilized: meets performance standards and does not meet performance standards.

- 6.1 This rating shall be written on the evaluation form by the immediate supervisor.

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Does Not Meet Performance Standards

Competencies and performance standards not met shall be clarified under “suggestions” and strategies for improvement shall be contained in a written plan of assistance.

Meets Performance Standards

All performance standards shall be rated as satisfactory.

7.0 Improvement Teams for Plans of Assistance.

- 7.1 When activated, the improvement team will serve as a resource to the immediate supervisor in achieving effective performance levels of the employee involved.
- 7.2 The team will be composed of a minimum of three persons and will include the immediate supervisor, program director or supervisor and superintendent designee.
- 7.3 Other members as necessary may be selected by the immediate supervisor.
- 7.4 It shall be the responsibility of the improvement team to collect pertinent data, develop and monitor plans of assistance and provide technical assistance as needed to the employee.
- 7.5 The functions of an improvement team may include the following:
 - a. conduct interviews and follow-up conferences;
 - b. conduct at least two observations;
 - c. develop written plans of assistance in consultation with the employee;
 - d. monitor and document progress under a plan of assistance;
 - e. report the results of the plan’s implementation to the immediate supervisor.

8.0 Training.

- 8.1 Each service personnel shall have a review of the service personnel evaluation policy upon the beginning of their employment and thereafter at the beginning of each school year by their immediate supervisor or program director.
- 8.2 Staff persons designated to implement the evaluation system shall receive training in conducting observations and conferences, developing plans of assistance and in monitoring of improvement plans. Each evaluator will be trained in necessary management and evaluation skills.

Source: Board of Education Minutes

Adopted: 09/18/79

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Legal Reference: State Board Policies 5300; 5310