

Radford City Schools

Support Personnel Evaluation Handbook



PERFORMANCE EVALUATION COMMITTEE
Spring 2006

Ken Alderman	Belle Heth Elementary School	Principal
Mike Brown	Radford High School	Teacher – Drafting
Karen DeLuca	McHarg Elementary School	Teacher- Kg
Rex Gearheart	Radford High School	Assistant Principal
Dr. Mark Y. Lineburg	Radford High School	Principal
Kim Lockett	Belle Heth Elementary School	Teacher – Grade 5
Larry Price	McHarg Elementary School	Principal
Dr. B. Keith Rowland	Central Office	Director of Elem. Ed.
Jeff Smith	Dalton Intermediate School	Principal
Rita Weimer	Dalton Intermediate School	Teacher - Math

Philosophy

It is the belief of this committee that the evaluation process should:

1. Promote professional and personal growth.
2. Utilize various techniques to assess performance.
3. Promote a partnership between support personnel, teachers and school administrators.
4. Provide an accurate and fair assessment of an employee's performance.
5. Encourage self-directed growth.
6. Emphasize strengths, identify areas needing improvement, and provide direction for improvement.
7. Recognize excellence and provide direction for improvement.

Introduction

Radford City Schools has a firm commitment to performance evaluation of all school division personnel, whatever their certification or level of responsibility. The primary purpose of such evaluations is to assist personnel in professional growth and in achieving division goals. The procedures outlined in this document apply to every non-certified division employee. Teacher and administrator evaluations are addressed under a separate program.

Objectives

The formal performance evaluation system is designed to:

- A. Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development.
- B. Serve as a systematic guide for supervisors in planning each employee's further training.
- C. Ensure the employee's performance and focus maximum attention on achievement of assigned duties.
- D. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
- E. Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- F. Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.
- G. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

- A. **Radford City Schools** has the responsibility for the administration of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution by:
1. Distributing proper forms in a timely manner.
 2. Ensuring completed forms are returned for file by a specified date.
 3. Reviewing forms for completeness.
 4. Identifying discrepancies.
 5. Ensuring proper safeguarding and filing of completed forms.
- B. **Immediate Supervisor:** The employee's evaluator who has the responsibility for:
1. Continuously observing and evaluating an employee's job performance.
 2. Holding periodic counseling sessions with each employee to discuss job performance.
 3. Completing Performance Evaluation Forms as required.
- C. **Reviewing Official/Principal:** The Reviewing Official is the Evaluator's supervisor and has the responsibility for:
1. Ensuring the proper and timely distribution of forms.
 2. Ensuring that any conflicts identified have been resolved in a fair and equitable manner in accordance with existing regulations.
 3. Reviewing the evaluation for accuracy and objectivity.
 4. Investigating and resolving any disagreement(s) between the supervisor and the employee.

Procedures

Each non certified employee will receive an annual Performance Evaluation. The evaluation will be prepared during the month of May and will cover the period of September through May. The Employee Performance Evaluation Form (Appendix A) will be used to document the performance evaluation for all support personnel. The forms will be completed, typed and returned to the reviewing official by June 1 of each school year. Upon receipt of the evaluation form, the following actions will be accomplished:

- A. The Reviewing Official will:
1. Review the evaluation form for objectivity and accuracy and discuss with the evaluator and employee any evaluations that indicate that the employee is in need of improvement.

2. Forward the original evaluation form to the appropriate Director in a sealed envelope.

B. The Director will:

1. Review each form to ensure proper procedures have been followed and that necessary plans of improvement (Appendix B) have been initiated.
2. Account for all evaluation forms in his/her area of responsibility.
3. Have all original forms placed in the employee's personnel file.

Evaluation Timeline for Support Personnel

Evaluation Year	Date to be completed
Evaluator conferences with the employee to discuss expectations for the school year	September 30
Evaluator collects data regarding the employee's job performance	September 1- March 31
Evaluator completes the Employee Performance Evaluation	April 10

Rating Scale

Exemplary Expectations	Performance is exemplary the entire instructional day	Must present documentation to supervising administrator
Exceeds Expectations	Performance is above required expectations and standards	
Meets Expectations	Performance meets expectations and competence.	
Needs Improvement	Performance needs improvement	Mentoring required
Unsatisfactory	Performance is not acceptable	Growth plan required

APPENDICES

Appendix A
RADFORD CITY SCHOOLS
EMPLOYEE PERFORMANCE EVALUATION

Employee's Name _____ Title _____

Office/Department/School _____ Date _____

Instructions: This evaluation must be based on observations and other documents collected throughout the evaluation cycle. Rate each area of evaluation and write a supporting statement based on the employee's performance on the listed indicators. Attach additional supporting statements as needed.

Rating:

- (EE) Exemplary Expectations:** Performance is exemplary the entire instructional day.
- (E) Exceeds Expectations:** Performance is exemplary most of the instructional day.
- (M) Meets Expectations:** Performance meets expectations and teacher competence.
- (N) Needs Improvement:** Performance needs improvement
- (U) Unsatisfactory:** Performance is not acceptable

Performance Element	Rating	Evaluator's Comments
<p>A. Knowledge of Work</p> <p>Capable of handling all phases and details within the job's specifications.</p>		
<p>B. Quality of Work</p> <p>Performs job responsibilities in a thorough, effective, and accurate manner.</p>		
<p>C. Quantity of Work</p> <p>Completes the necessary amount of work and is able to prioritize tasks.</p>		
<p>D. Dependability</p> <p>Is honest and reliable in carrying out instructions. Complies with established working hours. Observes and follows established school board policies.</p>		

Performance Element	Rating	Evaluator's Comments
E. Judgment Is able to make decisions based on sound reasoning.		
F. Attitude Accepts procedures, is discrete in speech and action, is enthusiastic, and exhibits a sense of loyalty.		
G. Initiative Is a self starter, shows originality, makes decisions when required, and initiates action.		
H. Communication Skills Effectively presents written documents and information to others.		
I. Professionalism Presents a professional attitude at all times. Maintains confidentiality of students and school events and activities.		

Recommendation: ___ Continue Employment
 ___ Improvement Plan
 ___ Dismissal

Evaluator's Comments:

Employee's Comments:

Evaluator's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

Note: The signature of the employee indicates that the results of the evaluation have been discussed in a conference and that the employee has received a copy of the evaluation. It does not necessarily indicate agreement.

Distribution:

Original	Personnel File
Copy	Evaluator
Copy	Employee

Appendix B

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Radford City Public Schools
Employee Improvement Plan

Employee on Improvement Plan

Employee's Job Title

Evaluator/Supervisor

Date

Work Location

(Additional copies of this form may be used if there are multiple issues.)

Statement of Problem:

Statement of Required Change:

How will this change be measured?

What is the timeline for the required change?

**What is the date of the next conference to monitor
progress?**

Who will monitor this Improvement Plan?

What resources or support, if any, will be given to this employee to impact a positive outcome?

*By my signature as the Employee, I indicate that I received a copy of this Improvement Plan.
I further understand that the goal of this plan is **sustained improvement** in the required change noted above.*

Signature of Employee on Improvement Plan

Date

Signature of Evaluator/Supervisor

Date