

# LEBANON SPECIAL SCHOOL DISTRICT

## **CLASSIFIED EMPLOYEE PERFORMANCE/EVALUATION REPORT GUIDELINES**

(EVALUATION PROCESS FOR NON-CERTIFIED)

### **I. Definitions**

- "Classified Employees" shall be identified as:
  - School secretaries
  - Custodians
  - Cafeteria workers
  - Educational assistants
  - School nurses
  - Maintenance personnel
  - Technology network administrator
  - Information specialist
  - Central office secretaries
  - School Aged Child Care full-time employees
- "Principal" shall be identified as either the principal or assistant principal of the school.
- "Supervisor" shall be identified as a central office administrator assigned the responsibility of supervising the employee.
- Principal(s) and/or supervisor(s) may serve as the classified employee's "evaluator."
- Classified employees are not required to hold a teaching license for the job and do not supervise programs/departments or other personnel.
- Classified employees are sometimes referred to as non-certified (not certified to teach).

### **II. General Provisions**

- Full time classified employees shall be evaluated once per year.
- The principal or supervisor of their department/program shall evaluate school based classified employees. There are times when a collaborative process between the principal and appropriate central office supervisor may be appropriate (example: pre-kindergarten educational assistants). The following list identifies the evaluator for each group of employees:
  - School secretaries: Principal
  - Custodians: Principal
  - Cafeteria workers: Food Service Director
  - Educational assistants: Principal
  - School nurses: Principal
  - Maintenance personnel: Assistant Director of Schools
  - Technology network administrator: Assistant Director of Schools
  - Information specialist: Director of Schools
  - Central office secretaries: Immediate supervisor
  - School Aged Child Care full-time employees: SACC Director
- Central office classified employees shall be evaluated by their immediate supervisor.
- The following list of forms shall be used with school secretaries, educational assistants, school nurses, maintenance personnel, the technology network administrator, the information specialist, central office secretaries, and SACC full-time employees: *Classified Employee Performance Report; Classified Employee Self-Evaluation Form; and Classified Employee Performance Report Professional Development Plan (required for conditional evaluations; otherwise the use is optional).*

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- The following list of forms shall be used with Custodians and Cafeteria workers: *Classified Employee Evaluation Report* and *Classified Employee Performance Report Professional Development Plan* (required for conditional evaluations; otherwise the use is optional).

### III. Process

- During the evaluation process, the employee shall be provided a copy of his/her job description and the "Classified Employee Self-Assessment Form" (custodians and cafeteria workers excluded) to complete and bring to an initial conference (date to be recorded on the "Classified Employee Performance Report") with his/her evaluator. This self-assessment document will not be a part of the permanent evaluation file; it may be either destroyed or returned to the employee at the conclusion of a successful evaluation process.
- The evaluator has the responsibility of informally soliciting information regarding the employee's job performance as needed so that a thorough and accurate evaluation may be made along with appropriate commendations and/or recommendations.
- The evaluator will utilize all information regarding the employee's work performance to complete the "Classified Employee Performance Report" or the "Classified Employee Evaluation Report" (for custodians and cafeteria workers). With regard to the "Classified Employee Performance Report":
  - The **dates** (initial conference, evaluation conference, and any other conferences) should be recorded on page one.
  - In each of the major performance areas, the **appropriate rubric** should be circled and comments made. Numerical scores for each should be recorded on page two and then **totaled**; the total score then should be aligned with a **evaluative rating** of outstanding, above satisfactory, satisfactory, conditional, or unsatisfactory.
  - **Communication skills** should be assessed as commendable, satisfactory, conditional, or unsatisfactory.
  - An **overall performance rating** would then be assigned (example: "Outstanding/113" which includes a Commendable assessment for communication skills; "Satisfactory/88 with Conditional\* written communication skills).
  - A **recommendation** shall then be marked related to employment status. **Please note that when any assessment or recommendation for continued employment is marked with regard to conditional or unsatisfactory performance, a Professional Development Plan for Classified Employees must be completed and a follow-up evaluation must occur within three months.**
  - There is a section for additional commendations, recommendations, or comments by the evaluator.
  - The employee and evaluator must **sign the document**. The employee must be provided an opportunity to discuss or make comments. The evaluator should note to the employee his/her right to provide written comments within three working days. These written comments should be attached to the performance report and filed appropriately.
- With regard to the "Classified Employee Evaluation Report" for custodians and cafeteria workers:
  - Complete the demographic information and then **check the most appropriate rubric** in each evaluation area. Comments regarding recommendations, improvements noted, suggestions, goals, etc. may be written for any evaluation area that is appropriate.
  - There is a section for a summary statement regarding the employee's overall job performance effectiveness.
  - A recommendation shall then be marked related to employment status. **Please note that when any assessment or recommendation for continued employment is marked with regard to conditional or unsatisfactory performance, a Professional Development Growth Plan for Classified Employees must be completed and a follow-up evaluation must occur within three months.**

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- There is a section for additional commendations, recommendations, or comments.
- The employee and evaluator must **sign the document**. The employee must be provided an opportunity to discuss or make comments. The evaluator should note to the employee his/her right to provide written comments within three working days. These written comments should be attached to the evaluation report and filed appropriately.
- The "Classified Employee Performance Report Professional Development Plan" must be utilized when an employee has received a rating of conditional or unsatisfactory in the combined numerical rating areas or in the area of communication. This plan shall be aligned with the performance report and include a review date. *(This form may also be used with any classified employee as deemed appropriate by the evaluator. The only caution advised is that it should be used in an equitable manner.)*
- The original copy of the "Classified Employee Performance Report," the "Classified Employee Evaluation Report," and/or the "Classified Employee Performance Report Professional Development Plan" (if utilized) should be submitted by April 25 to the appropriate central office personnel:
  - School secretaries: Assistant Director
  - Custodians: Assistant Director
  - Cafeteria workers: Assistant Director
  - Educational assistants: Associate Director of Learning
  - School nurses: Director of Schools
  - Maintenance personnel: Assistant Director
  - Technology network administrator: Assistant Director
  - Information specialist: Director of Schools
  - Central office secretaries: Assistant Director
  - SACC full-time employees: Assistant Director
- **All non-renewals must be discussed with the Director of Schools prior to April 25 and prior to informing the employee of this "Recommendation" status.**
- It is the principal or supervisor's responsibility to:
  - Conduct the review conference to discuss the Professional Development Plan (when utilized); and
  - Conduct a follow-up evaluation when the employee has received a conditional or unsatisfactory rating.