

Non-certified Employee Evaluation Regulation

Non-certified employee evaluations will occur each school year using the instrument developed by the Agency for each job description. At the beginning of the school year, supervisors will provide employees a copy of the evaluation instrument and ask them to do a self-assessment. Supervisors will meet with employees by October 1st each school year to review the instrument and review the employee's self-assessment. The supervisor will review the employee's self-assessment and determine 1-2 areas for professional growth during the year. By May 31st, the supervisor and employee will meet to review employee performance including progress on the employee's professional goal(s). The employee and supervisor assessment in the spring will serve as a basis for the performance goals for the following year.

NEW EMPLOYEES

Calendar Year: July 1-June 30

Activity

July 1-Sept. 30	Meet with employee(s) to explain/review evaluation instrument (rubric) and procedures
July 1-Sept. 30	Employee will do a self-assessment using the evaluation instrument (rubric)
July 1-Sept. 30	Supervisor will meet with employee to review employee self-assessment (rubric); Supervisor and employee will set 1-2 performance goals.
Oct. 1-May 31	Employee and supervisor meet to review performance and performance goals. The supervisor will share a final assessment of employee's performance. This feedback will be used as a basis for performance goals for the following school year

EXISTING EMPLOYEES

Calendar Year: July 1-June 30

Activity

July 1-Sept. 30	Supervisor will share evaluation instrument (rubric) and procedures with employee.
Oct. 1-May 31	Employee will do a self-assessment using the evaluation instrument (rubric). Supervisor will meet w/employee to review employee self-assessment (rubric), performance, and progress of performance goals. The supervisor will share a final assessment of employee's performance. This feedback will be used as a basis for setting 1-2 performance goals for the following school year.