

Okaloosa County School District

**Educational Support Evaluation
Handbook**



2010-2011

Pilot

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Okaloosa County School District

Educational Support Evaluation Handbook

PILOT

2010-2011

The educational support assessment process supports district and school level performance plans and provides appropriate instruments, procedures and criteria for continuous quality improvement of the professional skills of educational support personnel.

Administrators have the responsibility to regularly monitor the work environment to ensure all aspects of their area of responsibility are operating efficiently. These administrators may make notes to assist in improving performance. However, the forms contained in this document are the only forms to be used in the evaluation of educational support personnel.

EVALUATOR'S TIMELINE

Per master contract, educational support personnel evaluations must be completed prior to May 15th, unless the employee is still in their probationary period.

A Success Plan may be used at any time a deficiency occurs.

Evaluation of Education Support Personnel Instructions

PARTICIPANTS

All Bargaining Educational Support Personnel including Professional/Technical and Confidential Secretaries.

PURPOSE

The purpose of the evaluation is to determine whether or not an employee demonstrates proficient knowledge, work habits and skills in their job category.

JOB KNOWLEDGE AND WORK HABITS

This category is generally observed by the evaluator throughout the year in informal observations. Unless there is a current active Success Plan an employee will receive a meets expectation. If there is an active Success Plan for an employee, the employee must have been given an opportunity to correct the deficiency in order to be marked does not meet expectation. Please see Use of the Educational Support Success Plan (Page 6-7).

INTERPERSONAL SKILLS

This category is generally observed by the evaluator throughout the year in informal observations. Unless there is a current active Success Plan an employee will receive a meets expectation. If there is an active Success Plan for an employee, the employee must have been given an opportunity to correct the deficiency in order to be marked does not meet expectation. Please see Use of the Educational Support Success Plan (Page 6-7).

EVALUATOR COMMENTS

This section is completed by the evaluator. The purpose of this section is for the evaluator to elaborate on any box checked in the meet expectations or does not meet expectation columns. This is where the evaluator would state specific examples.

EMPLOYEE COMMENTS

This section is completed by the employee. The purpose of this section is for the employee to write his/her comments to anything checked off or written by the evaluator.

****A copy of the evaluation must be given to the employee at time of conference including signatures.**

SCHOOL DISTRICT OF OKALOOSA COUNTY
PERSONNEL SERVICES DEPARTMENT
EVALUATION OF EDUCATION SUPPORT PERSONNEL

MIS 5136
REV 07/10
PILOT

Employee's Legal Name: _____ Job Title: _____

Last 4 of SSN: _____ Location: _____

JOB KNOWLEDGE/WORK HABITS

	Meets Expectations	** Does Not Meet Expectations
Demonstrates efficient use of time, planning and organizational skills.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to work with little or no direct supervision.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates an ability to learn new skills and adapts to change.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates a willingness to accept authority and direction.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates proficiency in job knowledge and performs accordingly.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates a positive attitude toward job/tasks.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates good judgement and common sense toward assigned duties.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates stability and an ability to handle stress and be tolerant.....	<input type="checkbox"/>	<input type="checkbox"/>

INTERPERSONAL SKILLS

	Meets Expectations	** Does Not Meet Expectations
Demonstrates appropriate interaction with staff, clients, students and/or parents.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates awareness to the needs of staff, clients, students and/or parents.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate oral skills when communicating with others.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate written skills when communicating with others.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate relations with supervisor and peers.....	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates loyalty, reliability, honesty and integrity on the job.....	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator
Comments:

Employee
Comments:

Signatures

Note: Signatures indicate the two parties discussed the completed evaluation form. It does not necessarily denote agreement.

Signature of Employee

Date

Signature of Evaluator

Date

cc: Principal/Supervisor
Employee
Personnel Department

USE OF THE EDUCATIONAL SUPPORT SUCCESS PLAN (MIS#####)

The Educational Support Success Plan (MIS #####) outlines the steps an employee should take to improve his/her performance, and allows both parties to keep more detailed records of conferences and progress. An Educational Support Success Plan (MIS #####) should be completed once an Administrator observes deficiencies in an employees' performance. Peer assistance may be offered or requested.

The employee is to be given the following:

1. Notice of improvement to be made:
2. Full explanation of those deficiencies:
3. Assistance in making the improvements:
4. Specified timeline to make the corrections.

This procedure must be followed before an employee is given a **Does Not Meet Expectations** on an end of year evaluation. Therefore, a Success Plan must be implemented by March 15th to give the employee time to improve any deficiency.

Job Knowledge/Work Habits –Example 1: A supervisor notes a deficiency in one or more of the Job Knowledge/Work Habits indicators. The supervisor meets with the employee to discuss the specific behavior(s). The supervisor and employee complete the Educational Support Success Plan (MIS #####). At the follow-up conference, if the employee has corrected the deficiency the Educational Support Success Plan is disregarded and the employee will receive a Meets Expectations on the final evaluation.

Job Knowledge/Work Habits –Example 2: A supervisor notes a deficiency in one or more of the Job Knowledge/Work Habits indicators. The supervisor meets with the employee, discusses the specific behavior(s). The supervisor and employee complete the Educational Support Success Plan (MIS #####). At the follow-up conference, if the employee has not corrected the behavior then a second Educational Support Success Plan (MIS #####) is completed.

- a) At the second follow-up conference, if the employee has corrected the deficiency the Educational Support Success Plan is disregarded and the employee will receive a Meets Expectations on the final evaluation.
- b) At the second follow- up conference, if the employee has not corrected the deficiency then the Educational Support Success Plan is attached to the final evaluation and the employee will receive a Does Not Meet Expectations in the indicator. A third Educational Support Success Plan (MIS #####) must be completed by the supervisor and employee at the final evaluation if the Does Not Meet Expectations box is marked.

Job Knowledge/ Work Habits –Example 3: A supervisor notes a deficiency in one or more of the Job Knowledge/Work Habits indicators after March 15th. The supervisor meets with the employee to discuss the specific behavior(s). The supervisor and employee complete the Educational Support Success Plan (MIS #####). However, the employee must be given adequate time to correct behavior. Since the Success Plan was developed after March 15th, the employee will receive Meets Expectations in the specific indicator. The success plan may be carried over to the following year if necessary.

Interpersonal Skills –Example 1: A supervisor notes a deficiency in one or more of the Interpersonal Skills indicators. The supervisor meets with the employee, discusses the specific behavior(s). The supervisor and employee complete the Educational Support Success Plan (MIS #####). At the follow-up conference, if the employee has corrected the behavior the Educational Support Success Plan is disregarded and the employee will receive a Meets Expectations on the final evaluation.

Interpersonal Skills –Example 2: A supervisor notes a deficiency in one or more of the Interpersonal Skills indicators. The supervisor meets with the employee to discuss the specific behavior(s). The Administrator and employee complete the Educational Support Success Plan (MIS #####). At the follow-up conference, if the employee has not corrected the deficiency then a second Educational Support Success Plan (MIS #####) is completed.

- a) At the second follow- up conference, if the employee has corrected the deficiency the Educational Support Success Plan is disregarded and the employee will receive Meets Expectations on the final evaluation.
- b) At the second follow- up conference, if the employee has not corrected the behavior then the Educational Support Success Plan is attached to the final evaluation and an employee will receive a Does Not Meet Expectations in the indicator. A third Educational Support Success Plan (MIS #####) must be completed by the supervisor and employee at the final evaluation if the Does Not Meet Expectations box is marked.

Interpersonal Skills –Example 3: A supervisor notes a deficiency in one or more of the Interpersonal Skills indicators after March 15th. The supervisor meets with the employee to discuss the specific behavior(s). The supervisor and employee complete the Educational Support Success Plan (MIS #####). However, the employee must be given adequate time to correct behavior. Since the Success Plan was developed after March 15th, the employee will receive Meets Expectations in the specific indicator. The success plan may be carried over to the following year necessary.

SCHOOL DISTRICT OF OKALOOSA COUNTY
PERSONNEL DEPARTMENT
EDUCATIONAL SUPPORT SUCCESS PLAN

MIS
PILOT

Employee's Legal Name: _____

Date: _____

Last 4 of SSN: _____

Conference #: _____

Job Title: _____

Location: _____

Specific Description of Problem(s):

Evaluator's Suggestion for Improvement:

Assistance to be Provided:

Action to be Taken by Evaluator (if any):

Date/Time for Follow-up Conference: _____

Signature of Employee

Signature of Evaluator