

## **Rowan-Salisbury School System**

### **Classified Employee Performance Evaluation**

1. The employee's name, position, period of evaluation and site should be listed at the top of the page.
2. Supervisors must complete ALL sections in accordance with these instructions.
3. Supervisors must obtain ALL signatures required in ALL areas indicated on the form.
4. DO NOT use the old form.
5. Any incomplete or incorrect paperwork will be returned to your site.

#### Evaluation Process and Instructions

1. The evaluator is the person whom the employee "reports to".
2. The evaluator implements the process by adhering to the following:
  - A. Reviews the job description with the employee at least annually.
  - B. Identifies specific tasks to be completed.
  - C. Identifies and sets priorities.
  - D. Sets standards of job performance.
3. Observes employee in an open, non-secretive manner and records and gathers data.
  - A. \*Paraprofessional evaluations should include observation of 20 minutes with students and co-teaching.
4. Conferences with the employee, shares findings from observations and other data; during this evaluation conference the evaluator:
  - A. Provides feedback and positive reinforcement when appropriate, i.e., identifies areas in which an employee is performing well
  - B. Identifies the areas of concern and sets priorities for attention
  - C. Provides suggestions and assistance, both verbal and in narrative form in comment area.
  - D. Solicits employee's ideas and advises employee of the appropriate appeal procedures, if applicable.
  - E. Submits a copy of the evaluation to the appropriate department head for review and inclusion in the personnel file and, where appropriate, will initiate the use of the Performance Improvement Plan.
  - F. An employee may submit a written response within thirty (30) days of the receipt of the evaluation.
  - G. An employee may appeal an evaluation through the appropriate supervisory channels or the applicable complaint/grievance procedure.
5. Mid-year reviews will be completed and kept on site within the time frame of October 11 – last business day in January.
6. End of year reviews will be completed and submitted to the Human Resource Department within the timeframe of March – last business day in May.