

**MONONGALIA COUNTY SCHOOLS  
PROFESSIONAL SUPPORT PERSONNEL EVALUATION – POLICY 5310**

PROFESSIONAL SUPPORT PERSONNEL:

TITLE:

SCHOOL OR DEPARTMENT:

SCHOOL YEAR: **2017-2018**

YEARS OF EXPERIENCE:

\_\_\_\_\_ 0-2 YEARS

\_\_\_\_\_ Evaluation 1

\_\_\_\_\_ Evaluation 2

\_\_\_\_\_ 3 or more years

EVALUATION OF PROFESSIONAL SUPPORT PERSONNEL RESPONSIBILITIES

Distinguished      Accomplished      Emerging      Unsatisfactory

Standard	Distinguished	Accomplished	Emerging	Unsatisfactory
Plans, prepares and implements new programs or facilitates change in the existing program.				
Organizes, directs and coordinates programs.				
Gathers and interprets data for individuals, groups or programs.				
Delivers services to students or others.				
Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others.				
Facilitates professional development activities to achieve goals.				
Develops and improves individual competencies and skills to deliver services.				
Effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards.				
Observes professional responsibilities in an ethical manner and adheres to established regulations, policies, rules and laws.				
Professional conduct reflects adherence to the WV Employee Code of Conduct.	N/A		N/A	

GOAL 1: EVALUATION NARRATIVE FOR GOAL 1: - PORTFOLIO DOCUMENTATION

GOAL 2: EVALUATION NARRATIVE FOR GOAL 2: - PORTFOLIO DOCUMENTATION

Signature\_\_\_\_\_

Date\_\_\_\_\_

Signature\_\_\_\_\_

(Administrator)

Date\_\_\_\_\_

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**MONONGALIA COUNTY SCHOOLS**  
**PROFESSIONAL SUPPORT PERSONNEL RESPONSIBILITIES**

**2017-2018**

**Self Reflection**

Standard	Not Accomplished	Accomplished	Emerging	Unsatisfactory
1. Plans, prepares and implements new programs or facilitates change in the existing program.				
2. Organizes, directs and coordinates programs.				
3. Gathers and interprets data for individuals, groups or programs.				
4. Delivers services to students or others.				
5. Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others.				
6. Facilitates professional development activities to achieve goals.				
7. Develops and improves individual competencies and skills to deliver services.				
8. Effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards.				
9. Observes professional responsibilities in an ethical manner and adheres to established regulations, policies, rules and laws.				
10. Professional conduct reflects adherence to the WV Employee Code of Conduct.	N/A		N/A	

# Evaluation Process for Professional Support Personnel

## Examples:

- Academic Coaches
- Technology Specialists
- Audiologists
- Nurses
- Psychologists
- Social Workers
- Attendance Staff
- Speech Pathologists
- Directors
- Coordinators
- Media Specialists

## Evaluation Process for Professional Support Personnel (cont.)

- The purpose of the evaluation is to improve the professional support person's performance and professional growth. The professional support person and the immediate supervisor will mutually establish annual written goals for the professional support person's performance evaluation on or before November 1. The goals shall be related to the professional support person's job responsibilities. In addition to the goal setting conference, the professional support person and the supervisor will meet at least once annually to review progress toward meeting the established goals. The supervisor will schedule an evaluation conference with the professional support person to share findings and prepare the written evaluation. The professional support person shall receive a copy of the evaluation within five (5) working days.

# Evaluation Process for Professional Support Personnel (cont.)

- The primary data source for the performance evaluation will be information and documentation related to the mutually established goals. The professional support person shall maintain a portfolio of materials that validate progress or completion of the mutually established goals. The professional support person's supervisor may also collect documentation relating to these goals. The supervisor will evaluate the professional support person's performance using a narrative description to document the progress made toward goal attainment or to document unsatisfactory performance. Because the mutually established goals will be unique to each professional support person, it follows that the evaluation narrative will focus on the professional support person's demonstration of those skills identified in the performance characteristics. Therefore, the evaluation will be goal directed and may incorporate the performance characteristics in the narrative description. The supervisor may include those performance characteristics appropriate to the mutually established goals. The performance characteristics should be identified during the goal setting conference. The portfolios maintained by the professional support person and the supervisor shall be included as part of the evaluation documentation.

# Professional Support Personnel Responsibilities

- In addition to established laws, policies, rules and regulations, job descriptions for professional support personnel may include the following responsibilities when appropriate:
  - ✓ Plans, prepares and implements new programs or facilitates change in the existing program
  - ✓ Organizes, directs, and coordinates programs
  - ✓ Gathers and interprets data for individuals, groups or programs



## Professional Support Personnel Responsibilities (cont.)

- ✓ Delivers services to students or others
- ✓ Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others
- ✓ Facilitates professional development activities to achieve goals
- ✓ Develops and improves individual competencies and skills to deliver services
- ✓ Effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards

# Professional Support Personnel Performance Characteristics

- Performance characteristics in this section are the state-adopted responsibilities for professional support personnel. The purpose is to clarify responsibilities of the professional support person and to provide guidance to the professional support person in understanding job expectations.
- Planning, Preparation and Implementation
- Administration/Management



# Professional Support Personnel Performance Characteristics (cont.)

- **Assessment/Evaluation**
- **Intervention**
- **Collaboration**
- **Professional Development**
- **Professional Responsibilities**
- **Technology Standards, effective July 1, 2003**

# Improvement Plan for Professional Support Personnel

- An improvement plan shall be developed by the supervisor and the professional support person when the professional support person's performance is unsatisfactory in any area of responsibility as contained in §126-142-23 of this policy.

# Improvement Team for Professional Support Personnel

- A referral to an improvement team for the professional support person whose evaluation is unsatisfactory may occur when the supervisor determines he/she needs such assistance. The professional support person may request the assistance of an improvement team.