

Support Staff Evaluation Procedures (Aug. 2016)

Incident Procedures:

- 1st incident, Discussion with staff member, administrator will document discussion.
- 2nd incident, (even if unrelated to 1st incident) Discussion with staff member, "Employee Performance Report" document will be filed. 1st incident and 2nd incident will be documented on the "Employee Performance Report" document. Both the staff member and administrator will provide their signature verifying that discussion took place.
- 3rd and subsequent incident(s). Discussion with staff member, "Employee Performance Report" document will be filed. Previous incident(s) will be referenced and documented on the "Employee Performance Report" document. Both the staff member and administrator will provide their signature verifying that discussion took place.

**Support Staff Employment concerns will continue to be reported twice annually to the School Board as scheduled on the Board Perpetual Calendar.

***Support Staff Evaluation, will be done on an annual basis for non-certified staff. "Employee Performance Report(s)" issues will be cited on the Support Staff Evaluation.

SUPPORT STAFF EVALUATION MATRIX

Revised 07/16

<u>Support Staff Position</u>	<u>Primary Evaluator</u>	<u>Secondary Evaluator</u>
Executive Secretary	Superintendent	N/A
District Accountant	Superintendent	N/A
Building Secretary	Building Principal	Superintendent
Library Clerks	Principals	Building Librarian (Elem.) & District Grants/Library Coordinator
Counselors' Secretary	Building Principals	Counselors
Head Cook	Director of Food Service	Principals
Building Cook	Director of Food Service	Head Cooks
District Nurse	ES Principal	Superintendent
Nurse's Aide	MS/HS Principals	District Nurse
Parents As Teachers	Elementary Principal	Superintendent
Maintenance Personnel	Superintendent	
Special Services Paraprofessionals	Asst. Superintendent & Process Coordinator	Building Principals
Elementary RTI Paraprofessionals	Elementary Principal & Asst. Superintendent	RTI Teachers
HS RTI Paraprofessional	HS Principal & Asst. Superintendent	
MS Student Support Center Paraprofessional	MS Principal	
Pre-School Paraprofessional	Elementary Principal	Pre-School Teacher
Day Plus Director	Elementary Principal	Superintendent
Day Plus Assistant	Day Plus Director	Elem. Principal
School Resource Officer	Superintendent/Police Chief	Building Principals
Technology Instructional Coach	Superintendent/Asst. Superintendent	Building Principals
Technology Secretary/SIS Coordinator	Superintendent	

Holden R-III Schools
Support Staff Evaluation

Name Date

Position

Performance Criteria:	Meets Expectations	Inconsistent Performance	Needs Improvement
1. Adaptability -Employee grasps concepts quickly; has ability to learn.			
2. Relationship with People -Ability to get along with others; good relationships with faculty/staff and community; good team worker			
3. Relationship with Students – Interacts with students in a positive and professional manner.			
4. Dependability - Willing to meet job requirements; readily accepts suggestions; places school interests ahead of personal conveniences; does not waste time; conforms to rules and regulations;			
5. Work ethic – Shows initiative; handles responsibilities at work efficiently			
6. Punctuality and Attendance – Comes to work on time; few absences (95% and above – meets expectations; 94% and below needs improvement)			
7. Confidentiality – Does not discuss confidential school matters with others.			

8. Quality of Work – Accurate, neat and thorough; follows through on details			
9. Quantity of Work – Maintains high output; usually does more than expected			
10. Skills – Speed and thoroughness in learning procedures; rules and other details; alertness; able to perform the job responsibilities efficiently and effectively			
11. Work Habits – Organizes work; takes good care of equipment; neatness; safety			
12. Customer Service- Provides good customer service to parents, students, staff and patrons.			

Evaluator Comments:

Employee Comments:

This evaluation has been discussed with me.

Signature of Employee

Date

Signature of Evaluator

Date

Signature of Evaluator

Date

**Holden R-III School District
Employee Performance Report**

Name of Employee: _____

Date: _____

Supervisor: _____

Description of Event:

Signature signifies that the above event was discussed.

Employee Signature Date

Supervisor Signature Date