

## Education Support Personnel Evaluation Schedule 2023 – 2024 School Year

Number of Days	Position (School Principals are responsible for evaluating highlighted positions).	Yearly Pre-Evaluation Conference	Observation Process <sup>1</sup> Interim Evaluation	Yearly Evaluation Due
12-Month	Clerical Personnel * Maintenance Personnel Community Transition Coach Non-exempt Technology Document Services Exempt Technology Foremen Accountants Miscellaneous Schedule B and C Student Engagement Coordinator	October 13	January 31	June 30 For 12 month employees only – The final evaluation meeting can also be used as the pre-conference meeting for the coming school year, as the new evaluation period begins immediately following the previous evaluation period.
11-Month	Clerical Personnel* District Translator Athletic Trainers	October 13	January 31	June 4
10-Month	Clerical Personnel*	October 13	January 31	June 4
9-Month	Security Guards* Community Advocate* Behavior Advocate COTA/PTA/SLPA Autism Coach Paraprofessional Instructional Tutor Health Technician Educational Assistant Educational Interpreter 21 <sup>st</sup> Century Staff General Service Worker ESS	October 13	January 31	June 4
9-Month	Early Childhood Educators *	September 30	All mid-year evaluations due: January 31, 2024	May 23 ECE's on an improvement plan must have evaluation completed by April 13

\* PESPA employees (Early Childhood Educators (ECE), Security Guards, Educational Secretaries, Community Advocates) are evaluated on a 3-year cycle. The Office of Human Resources will annually issue a list referenced by site of PESPA employees who are on cycle to be evaluated each year. However, PESPA employees may be evaluated at any time at the discretion of the evaluator.

<sup>1</sup>All classified employees should receive feedback throughout the year. The evaluation process requires a mid-year review to provide this feedback. When you identify a performance problem, schedule an interim evaluation as soon as possible and contact the Director for Human Resources.

Mutually develop a plan for improvement. The form is available on the Human Resources Website.

Schedule observations as necessary to document improvement/lack of improvement. The form is available on the Human Resources Website. Schedule the final observation and meeting at least 45 days prior to the final evaluation.