MATANUSKA SUSITNA BOROUGH SCHOOL DISTRICT

Frontline Professional Growth

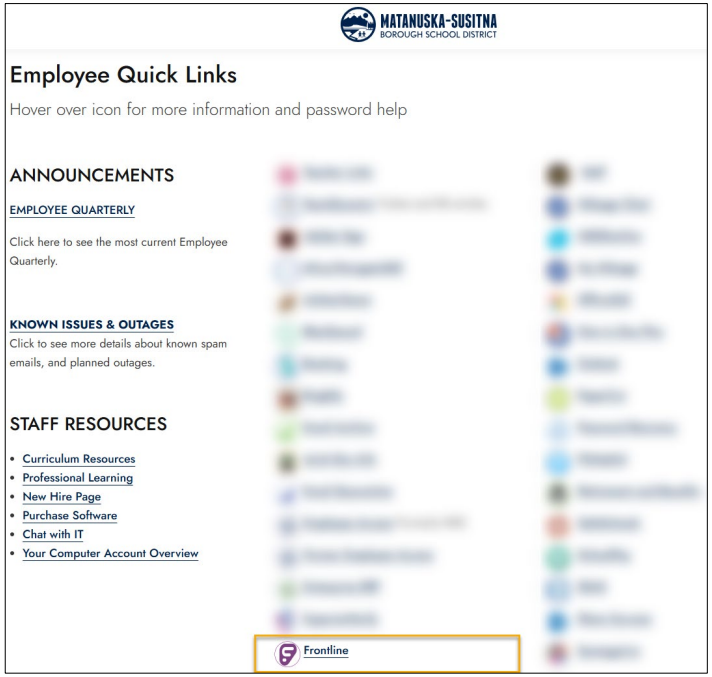
Classified Employee Evaluations

Overview

- Frontline Professional Growth Access
- Evaluation Overview
- Evaluation Rights
- Evaluation Steps
- Probationary Evaluation
- Evaluation & Wage Eligibility
- Evaluation Ratings & Rubric
- Classified Employee Observation
- Frequently Asked Questions

Frontline Professional Growth Access

- Matanuska Susitna Borough School District Website
- Employee Quick Links
- Login Information:
  - Username: ab012345
  - Password: Network/Computer Password



Evaluation Overview

To access your evaluation, select My Info and My Evaluation

- **SCHEDULED COMPONENTS** – Components that must be completed during the evaluation cycle (pre-observation, observation, etc.)
- **PROGRESS**– Notification when a part of the process needs your attention. Click on the components you must complete
- **STATUS**– Track the components of the evaluation process that are underway
- **COMPLETE** – Items that have been marked complete by you and your building administrator

Evaluation Overview

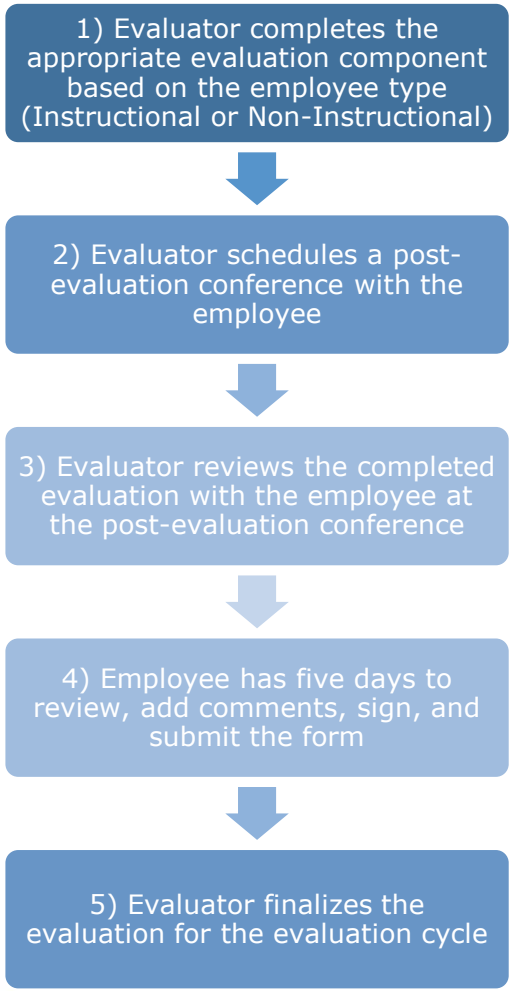
The purpose of the Classified Employee Evaluation is to provide a process that:

- Gives feedback to employees regarding their observed performance during the evaluation cycle;
- Establish a common language and expectation regarding performance;
- Promotes professional excellence and continuous improvement;
- Affords structed assistance to employees;
- Offers a basis for making a decision about continued employment

Evaluation Rights

- Evaluations will be completed each year prior to the completion of the employee's term of assignment
- Employee shall attend the post-evaluation conference during the regular term of assignment
- The evaluation may be used as a constructive tool to inform the employee of areas of strength and/or areas of concern in job performance
- An evaluation conference between the administrator and employee shall be scheduled by the administrator who will furnish a copy to the employee
- The employee will have up to five working days after receipt of the evaluation to review, add comments, sign, and submit the evaluation
- A representative may accompany an employee upon request of the employee

Evaluation Steps



Probationary Evaluation

- The employee will be evaluated at the end of their probationary period and prior to the completion of the employee's assignment each subsequent year
  - A new employee will serve a sixty (60) workday probationary period
- More than one evaluation may be done during the evaluation cycle if the supervisor deems it necessary

Evaluation & Wage Eligibility

- In order to receive a step increase at the beginning of the fiscal year, an employee shall have no more than seven “basic” ratings or zero “unsatisfactory” ratings on their evaluation for the previous school year.

- To be eligible for the longevity payment, the employee shall have no more than seven “basic” ratings or zero “unsatisfactory” ratings on heir evaluation for the previous school year.
  - Employees who remain at Step 10 of the salary schedule shall receive a longevity payment equal to 5% of their prior fiscal year wages, but not less than $1,500.

Evaluation & Wage Eligibility

- An employee who does not receive a step increase may be reevaluated in 90 days or as stated in the plan of improvement at the request of the employee or the supervisor's discretion
- If the reevaluation meets the criteria, the employee will be eligible for a step increase with the next regularly schedule payroll after the evaluation has been completed and received by Human Resources

Evaluation Ratings

Unsatisfactory – Requires Immediate Intervention

Professional practice at the unsatisfactory level shows evidence of not understanding the concepts underlying individual components. This level of practice is ineffective and inefficient and may represent practice that is harmful or detrimental.



Evaluation Ratings

Basic – Improvement Needed

Professional practice at the basic level shows evidence of knowledge and skills required, but performance is inconsistent over a period of time due to lack of experience, expertise, and/or commitment.



Evaluation Ratings

Proficient – Expectations Consistently Met

Professional practice at the proficient level shows evidence of thorough knowledge of all aspects of the profession. This is successful, accomplished, professional and effective practice.



Evaluation Ratings

Exemplary – Far Exceeds Expectations

Professional practice at the exemplary level is that of a master professional who practices and operates at the quantitively different level from those of other professional peers. Ongoing reflective practice is demonstrated through the highest level of expertise and commitment to all learning, professional growth, and collaborative leadership.



Evaluation Ratings

Common Descriptors for Rating Levels

Unsatisfactory	Basic	Proficient	Exemplary
• No • Not • Not Clear • Unaware • Does not Respond • Poor • Not Congruent • Little Low • Inadequate	• Some • Attempts To • Limited • Moderate • Uneven • Inconsistent • Rudimentary • Emerging	• Consistent • High Quality • Timely • Accurate • Appropriate • Clear • Effective • High Expectations • Aligned • Solid • Smoothly • Productive	• Highly Effective • Entirely Appropriate • Adaptable • Fully Aligned • Extensive • Highly Developed • Extensive • Routinely

Evaluation Ratings

Non-Instructional Evaluation Components

Performance of Duty	Work Habits	Professionalism
Knowledge of Job Fundamentals	Use of Time	Initiative/Self-Motivation
Job Production Volume and Quality	Decision Making/Problem Solving	Confidentiality
Planning and Organization	Observance of Rules/Regulations	Accepts Direction
Communication Skills – Written/Oral	Dependability	Personal Grooming
Safe Operation/Care of Equipment and Property	Flexibility	Interpersonal Relationships/Collaboration
Customer Service	Maintain a Safe and Clean Work Environment	

Evaluation Ratings

Instructional Evaluation Components

Performance of Duty	Work Habits	Professionalism
Supports an Environment of Respect and Rapport Follows Classroom Procedures Manages Student Behavior Communication Skills – Written/Oral Safe Operation/Care of Equipment and Property Customer Service	Use of Time Decision Making/Problem Solving Observance of Rules/Regulations Dependability Flexibility Maintain a Safe and Clean Work Environment	Initiative/Self-Motivation Confidentiality Accepts Direction Personal Grooming Interpersonal Relationships/Collaboration

Evaluation Rubric

- An effective evaluation system supports interrater reliability and consistency in evaluating the components
- The Evaluation Rubric provides performance description for each component in detail
- Establishes performance standards and expectation for each rating component

1b. Classroom Procedures				
Criteria	**Unsatisfactory**	**Basic**	**Proficient**	**Exemplary**
1b. Follow Classroom Procedures	The employee fails to assist the teacher and students with implementing and maintaining classroom routines and procedures.	The employee occasionally assists the teacher and students with implementing and maintaining classroom routines and procedures.	The employee consistently assists the teacher and students with implementing and maintaining classroom routines and procedures that allow little instructional time to be lost.	The employee is highly engaged in the management of the classroom and assists the teacher and students with the seamless operation of the classroom routines and procedures.

Classified Employee Observation

- After your administrator has scheduled your Classified Employee Observation, you will receive a notification via email
- Access Frontline Professional Growth to review and acknowledge your evaluation
  - Once Accepted, you will see the form in your "Scheduled Components"

Classified Employee Observation

- After your administrator has completed your Classified Employee Observation, you will receive a notification for acknowledgement
- After reviewing your form, you can click on the following options:
    - **PRINT:** Print form to PDF
    - **ACKNOWLEDGE:** Verify that you have reviewed the Formal Observation Summary
        - Administrator receives an email notification
        - Form will show "In Progress" while awaiting administrative finalization
    - **COMMENT:** Add a comment to the form. This sends an email notification to your assigned administrator.

Frequently Asked Questions

- My annual employee evaluation has been completed, but I do not agree with all the rated components. How can I proceed?
  - You have a right to review the evaluation before it is submitted, and it becomes final. In addition, you may provide comments on the evaluation in the space provided within five days of receipt of the evaluation. Failure to submit comments before the deadline waives any right to comment on the evaluation.
- Who can see comments on my employee evaluation?
  - Comments made on the evaluation can be reviewed by the administrator. If comments are not made in Professional Growth, they can be submitted to Human Resources.
- I was not given an evaluation during the current evaluation cycle. How can I request an evaluation to be completed?
  - The site administrator is required to perform an evaluation annually. If this is not completed before the employment assignment, you should request an evaluation to be completed prior to the start of new evaluation cycle.
- Do I have the option to be reevaluated?
  - If the evaluation ratings did not deny a wage increase or longevity, you can request to be evaluated again during the year. However, the administrator is not required to complete an evaluation outside of the reevaluation process.