Performance appraisals for employees not covered by Education ***Code 21.203, 21.352(c); 19 TAC 150.1003(a)***

The performance appraisal process is designed to assess and develop employee performance and mobilize the energy of every employee toward the achievement of the mission, vision, and values of the district.

Performance appraisal should be an ongoing process throughout the year. Issues, concerns and opportunities should be addressed in a timely manner. Employees should not be surprised by areas addressed in the annual appraisal.

Performance appraisals shall be completed each year for all full- and part-time employees on a district form by the appropriate supervisor. The Evaluation Process Calendar must be followed.

- District approved appraisals for the following employees are located in Eduphoria.

    - Nurses (Completed by Director of Health Services with input from principals.)
    - Athletic Trainers (Completed by Assistant Director of Athletics with input from principals.)
    - Athletic Coaches (Completed by Director of Athletics with input from principals for coaching responsibilities.)
    - Special Education Specialists, i.e. Diagnostician, LSSP, OT, PT, VI teacher. – (Completed by the Director or Coordinator of Special Education with input from principals.)
    - Speech Language Pathologists, Counselors, Librarians, Band Directors, Athletic Coordinators – (Completed by Principals with input from appropriate Director or District-wide Facilitator.)
    - 12-month non-exempt employees will be conducted during the last two months of the school year – (Completed by supervisor.)
    - 10 and 11-month non-exempt employees will be conducted during March and April of the school year – (Completed by supervisor.)
        - ➢ A Letter of Reasonable Assurance will be provided for the following school year when the appraisal is completed with a satisfactory or better rating, as appropriate.

- District approved appraisals for the following employees are located on the Workforce K-Connect at http://portal.kellerisd.net/functions/workforce/Forms/Forms/AllItems.aspx?RootFolder=%2Ffunctions%2Fworkforce%2FForms%2F2015%2D16%20Evaluation%20Documents&FolderCTID=0x012000B19CEB8B14F56943B23C99E42293531D&View={8343226A-65E9-48E8-B39C-6CF35FE6A4EF}

    - Non-Campus Contract Administrators will be conducted mid-year and at the end of the school year – (To be completed by supervisor.)

- Non-contract administrators will be conducted at the end of the school although a mid-year discussion is encouraged – (Completed by supervisor.)