

administrative guidelines

BOARD OF EDUCATION
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SUPPORT STAFF EVALUATION

- I. The primary purposes of evaluation are to improve service to the students and to evaluate the performance of staff members. The process must be one that encourages growth and renewal, challenging all staff members to accomplish identified goals. Administrators, responsible for the evaluation of support staff members, will inform staff members of the evaluation procedures and instruments to be used.
- II. Procedures and instruments to be used, when applicable, during the evaluation cycle will include, but not be limited to, the following:
 - A. Pre-observation – input from the staff member prior to an observation as to their goals and objectives and how those goals support the overall mission of the building and student learning.
 - B. Work assignment and school environment observations – formal and informal observations and walk-throughs (a focused classroom visit or observation for a brief period of time; approximately 3-5 minutes) by the administrator can be scheduled or unannounced.
 - C. Post-conference – this follow-up discussion shares the data collected, evaluates the staff member's performance, and allows for input toward future development. This may also include the final summative evaluation.
 - D. Formal summative evaluation – the formal evaluation document is reviewed by the administrator with the staff member. Completed evaluation forms are filed in the individual personnel file in the Superintendent's office.
 - E. Plan of assistance - as necessary, an individualized plan of remediation will developed by the administrator with input from the staff member. The plan will identify areas of concern and will include improvement recommendations, timelines, resources, and follow up.
- III. The formal evaluation cycle shall include, at a minimum, the following:
 - A. Probationary support staff – support staff members will serve a one-year (12 month) probationary period from the employee's starting date. The following evaluation procedure will be used:
 1. Within one hundred twenty (120) days of the support staff starting date, a formal evaluation will take place by the principal or supervisor.

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2. Sixty (60) days prior to the formal evaluation, the support staff employee shall submit a list of goals to the principal/supervisor and meet to discuss these goals.
 3. The evaluation process for a probationary support staff member will also include announced and unannounced walk-throughs.
 4. Support staff members transferring from one position to another within the District, even though they may have completed their probationary period, shall nonetheless receive a formal evaluation within one hundred twenty (120) days of their transfer start day.
 5. Nothing in this administrative guideline should be construed as a restriction to additional evaluations and observations as needed.
- B. Non-probationary support staff – once a staff member has completed successful probation, they will be placed on a two-year evaluation cycle, unless the administrator determines the need for more frequent observations and evaluations. The following procedure will be followed:
1. A minimum of one formal summative evaluation during the second semester including a follow up conference.
 2. Announced and unannounced walk-throughs will take place throughout the course of the school year.
 3. The walk-throughs and formal observations are tied into identified goals.
 4. An additional goal for the evaluation of non-probationary staff members is as follows: The intent is to take the staff member where they presently are and help them move to a higher level of performance.
- IV. District Office administrators will not generally be involved in support staff evaluations. On occasion, the principal may request their assistance in observing a support staff member for the purpose of assisting the principal in the evaluation process. When this happens, the staff member will be notified of their involvement.
- V. All original evaluation documentation must be submitted to the Superintendent's Office prior to June 20th of each school year to be placed in personnel files.

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