

INSTRUCTIONS FOR EVALUATION OF CLASSIFIED MANAGERIAL/SUPERVISORY ADMINISTRATORS

[Classified Managerial Supervisory Summative Evaluation, Form A-2 \(Job Family II Grades 8-18\)](#)
[Classified Managerial Supervisory Summative Evaluation, Form A-2b \(Job Family II Grades 2-7\)](#)
[Formative Evaluation E-2 Administrative](#)
[Administrator Professional Growth Plan, Form G](#)
[Notice of Intensive Support Form E-1](#)
[Working Evaluation Folder Checklist](#)

General Evaluation Instructions

Purpose

The job performance evaluation process for classified managerial / supervisory administrators is designed to be a growth-oriented process to promote improved job performance and job satisfaction with the goal of ensuring that high quality leaders serve in every department in our District. At times, the job performance evaluation process may be utilized to identify employees in need of assistance and establish documentation for personnel action.

The Classified administrator's role is defined by high standards of performance in relation to their specific job description as well as effective leadership practices. An effective evaluation process will address both components and will assist administrators in continually improving their job performance.

Process

An annual, formal, written summative evaluation of the performance of all classified administrative personnel is to be completed near the end of the employee's work year or by June 15th, whichever comes first. The evaluation process will be conducted by the supervisor to whom the administrator reports as indicated in the administrator's current job description. The supervisor will be noted as 'evaluator' in this document.

1. Within 25 calendar days of the start of the employees' working calendar, or return to work from approved leave, a conference is to be held with each administrator to discuss job expectations and applicable evaluation criteria, forms and procedures. Specifically, the evaluator will reference the employee's job description and responsibilities, as well as leadership capacity. The conference may be group or individual and is to be summarized on the

Formative Evaluation *Form E-2 (Administrator)*, which is then kept on file at the location.

2. Within 30 days of the initial conference referenced above, but no later than October 15, each administrator Grades 8-18 will develop a Professional Growth Plan in collaboration with their evaluator. The PGP is a plan for personal professional growth related to the individual's job responsibilities and/or characteristics of effective leadership that is aligned with the Unit's objectives. The evaluative criteria or characteristics of effective leadership and/or job responsibilities in which growth is desired, the specific performance objective/desired outcome, the procedures/strategies for reaching the objective, the method for appraising or measurable goal when the objective is reached, and the timelines/target dates for reaching the objective are to be clearly stated in narrative style using *Form G*. The Growth Plan may be discussed during the preceding summative evaluation conference, with a review and finalization occurring in the early part of the next work year. PGPs are not required for classified administrators Grades 2-7.
3. At mid-year, the employee Grades 8-18 will complete a mid-year reflection on the PGP and selected descriptors from the job description and then a conference will be held to identify strengths and areas noted for improvement and to review performance standards, objectives, and progress on the Growth Plan. The conference is to be summarized on Formative Evaluation *Form E-2 (Administrator)*.
4. The evaluator will observe the employee's performance during the work year, providing oral and written feedback with a goal of continuous improvement. Written feedback will be delivered frequently for those employees new to the position or those in need of assistance, using *Form E-2 (Administrator)*. Evaluators will examine data, products of practice, and other applicable documentation during the evaluation process.
5. Non-renewal of the employee's administrative contract (demotion) may be considered if an employee in an administrative position is not responding to support and guidance to improve in identified areas. The evaluator should contact the Human Resources Specialist when considering this option. See below.
6. The Intensive Support Process may be initiated at any time. When significant deficiencies in performance are observed, the appropriate Human Resources

Specialist is to be consulted by the evaluator and instructions for the process are to be reviewed. See below.

7. At the end of the evaluative year, the employee Grades 8-18 will complete a reflection focusing on the descriptors from the job description and the measurable goals in the PGP.
8. In completing the summative evaluation, the evaluator is responsible for determining the ratings for the employee using *Form A-2 (Grades 8-18)* or *Form A-2 (Grades 2-7)* taking into consideration observation evidence, document review, and PGP evidence of growth.
9. A summative evaluation conference will be held with the employee to discuss the summative evaluation. The conference must be held, and the evaluation signed by the employee, by the employee's last day of the work year or by June 15th, whichever comes first, except for those in the Intensive Support process.

All deficient/unsatisfactory work performance evaluations are to be reviewed by the unit director/school center head/or next in authority relationship, before presentation to the administrator to ensure that:

- a. Evaluations are based upon job performance and related activities.
 - b. Any deficiencies noted have been brought to the attention of the employee and supporting documentation is available.
 - c. The instructions in the evaluation process have been followed.
 - d. All unsatisfactory evaluations used as a basis for discharge/demotion of an administrator are to be submitted to the appropriate department head for informational purposes.
 - e. Evaluations are reviewed by the next higher supervisor to ensure that performance of all employees is properly reported and that evaluations within the department are consistent.
10. The summative evaluation is to be included in the official personnel record.
 11. One copy will be retained by the evaluator, one copy provided to the employee, and the original will be forwarded to the Employee Relations Consultant for inclusion in the personnel file.

Appeal Process

Purpose

The Appeals Process serves to give the employee due process appeal for (a) evaluation decisions and/or (b) procedural implementation of the evaluation process.

Process

An administrator may submit a written response within ten (10) days of the receipt of the evaluation. The response is to be attached to the evaluation and submitted to the Employee Relations office. A response by an evaluator to the response(s) of an employee is not expected.

An administrator may also appeal an evaluation through the District Complaint Process. During or as a result of the appeals process, an evaluation may be amended or a new evaluation written to replace the original.

Demotion Process (non-renewal of the administrative contract)

Purpose

To identify those administrators who do not respond to support and guidance for possible non-renewal of the administrative contract (demotion).

Process

The evaluator will establish clear documentation of support and communication with the administrator in question on an ongoing basis. If the employee does not respond sufficiently to support and guidance, the evaluator will consult with the Human Resources Specialist regarding dates and timelines for the demotion process and submission of documentation. If demotion is recommended by the evaluator to the Superintendent, and the Superintendent concurs, the employee must receive a written notice of demotion from the Superintendent no later than **May 15**.

Intensive Support

Purpose

When the supervisor determines that there is sufficient discrepancy between the administrator's compliance with JCPS/State/Federal policies and procedures, the job description, and the administrator's performance, the Intensive Support process will be initiated ensuring that due process procedures will be followed.

Process

When the evaluator determines that there is a serious discrepancy between the administrator's performance and the criteria noted above, the evaluator will contact the Human Resources Specialist regarding the process. The evaluator consults with the Human Resources Specialist to assign two (2) qualified, professional staff members with evaluative authority (preferably at least one of whom has experience in the same field) to assist during the Intensive Support period. Confidentiality is to be maintained within the bounds of statutes and regulations pertaining to the professional evaluation.

The evaluator will then initiate the Intensive Support Process ensuring that due process procedures will be followed throughout. The evaluator holds an initial conference with the employee to identify in writing the substandard performance. Deficiencies and suggested corrective action are noted in writing utilizing the *Notice of Intensive Support, E1* to document this conference.

The professional staff members and primary evaluator conduct the first committee conference with the employee within the first ten days of the Intensive Support evaluation period. During this conference, a process is determined by the team to address the areas of concern as outlined in the *Notice of Intensive Support*. Form *E-2* is utilized to document all committee/employee conferences.

A second committee conference is to be conducted before recommendations of personnel action are made to the evaluator. The employee, professional staff members, or the primary evaluator may request additional conferences between the initial conference and the final conference. Such requests are to be honored and occur in a timely manner.

It is expected that support for the employee during the Intensive Support evaluation process could come from a collegial team or from sources of the employee's choosing. Reasonable support shall be provided to the employee to improve in areas that are identified as deficient.

The summary evaluation and recommendation are to be made by the primary evaluator within twelve weeks of the initial conference. Depending on the nature of the deficiency, recommendation may be for a resumption of the normal evaluation process, an extension of time for the deficiency process, or disciplinary action up to and including demotion or termination. The summative evaluation is documented on *Form A-2 or Form A-2b*. One copy is retained by the evaluator, one copy provided to the employee, and the original forwarded to the Employee Relations Consultant for inclusion in the personnel file.

Working Evaluation Folder Checklist

Classified Administrator

Purpose:

The work evaluation is designed to be a growth oriented process to meet the following objectives:

- to promote improved work performance and job satisfaction,
- to recognize employees whose performance warrants commendation,
- to identify employees who need assistance, and
- to establish documentation for personnel action.

Each Employee's Working Evaluation Folder shall contain:

- Job description** specific to employee's role
- Initial **E2 Administrative** to document the beginning of the year evaluation conference (includes expectations and evaluation process) held within 25 days of the employee's start. This is within 5 days for new hires
- Grades 8-18 complete a Self-reflection and Professional Growth Plan with SMART Goals recorded on the **Administrative PGP Form G**, and a Mid-year reflection on the Professional Growth Plan recorded on **Administrative PGP Form G**
- Applicable Observation Conference Summaries **Form E2 Administrative**
- Formative evaluation(s) **Form E2 Administrative** and/or disciplinary actions
- Summative Evaluation(s) **Form A2 Classified** (Grades 8-18) or **A2b Classified** (Grades 2-7)

Evaluator's Notes