

Procedure: Evaluation

Providing timely, constructive performance evaluations is an important responsibility for ESD 112 supervisors. ESD 112 Board Policy requires that all regular employees be evaluated annually. In addition, new employees (and employees in new positions) are evaluated at the end of their six month probationary period.

Customized performance evaluations are prepared by Human Resources and provided to all supervisors. Annual evaluations for the Special Education Cooperative are sent in October, Specialized Transportation in February, and all others go out in April. Probationary employee evaluations are distributed approximately 30 days before the end of the probationary period.

Timelines

Annual evaluations are due to Human Resources as follows:

- School year employees: June 30
- All other employees: August 31
- Probationary employees: Last day of probationary period

If a probationary evaluation is completed during the year, an annual evaluation is still required unless one of the following exceptions applies:

- a. *For 12 month employees (annual evaluation due August 31):* If an employee's probationary evaluation is due on or after June 1, the supervisor is not required to complete an annual evaluation for the current year.
- b. *For school year employees (annual evaluation due June 30):* If an employee's probationary evaluation is due on or after February 1, the supervisor is not required to complete an annual evaluation for the current year.

Even if an annual evaluation is not required based on the above exceptions, supervisors may opt to do the evaluation if they believe that additional formal feedback is productive.

Evaluation Process

Supervisors will receive a customized performance evaluation form for every employee under their supervision. The evaluation has three parts: Employee self-evaluation, job responsibilities, and ESD performance standards.

Evaluations should be conducted as follows:

- a. Give the employee the self-evaluation to complete by a certain date.
- b. Review the employee's prior evaluation(s) including goals.
- c. Complete the evaluation. You may want to include goals for the coming year or wait until after the evaluation conference to complete goals.
- d. For any areas where you indicate the employee's performance is unsatisfactory or requires improvement, you must include a narrative that outlines the performance problems and identifies what the employee must do to improve his/her performance.
- e. Meet with the employee to review the evaluation.
- f. Finalize the evaluation and have the employee sign the evaluation.
- g. Follow your department process for Cabinet review and submission to Human Resources.

Even if an employee is not returning for the next school year, it is important that the employee receive the same comprehensive evaluation as a continuing employee. The evaluation should be completed and a meeting held before the employee's last day.

Performance Management

ESD 112 employees are evaluated on job-specific functions and on the way in which they conduct themselves in the course of their business. Performance management helps ensure that employees, teams, programs, and the agency are working efficiently and effectively.

There are many reasons that an employee may be underperforming. Managers should talk with HR if they have concerns about underperforming employees.

Certificated Employees

Evaluations for certificated personnel will be in compliance with the requirements of chapter 28A.405 RCW.

Certificated teachers will be evaluated under a four-level rating system using the minimum criteria for certificated teachers as developed by the Superintendent of Public Instruction.

Teachers serving the ESD 112 ESA will be evaluated as noted above, and in accordance with the Educational Service District 112 Special Education Teacher Evaluation Process manual.