



Clark County Public Schools

Classified Employee Evaluation

Forms and Procedures

Revised June 2016

Clark County Public Schools
1600 W. Lexington Ave.
Winchester, KY 40391
www.clarkschools.net

Paul Christy
Superintendent

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CLASSIFIED PERSONNEL EVALUATION PLAN

Clark County Public Schools
1600 West Lexington Avenue
Winchester, KY 40391
859.744.4545

Paul Christy
Superintendent

Scarlett W. Ryan
Director of Human Resources
Classified Evaluation Contact Person

Classified Personnel Evaluation Plan Development Committee Members:

Laurie Todd	Payroll Clerk-Central Office
Lindsay Rice	Benefits Specialist-Central Office
Danny Fisher	Director of Transportation
Jeanie Davis	Assistant Cafeteria Manager-George Rogers Clark High School
Kara Carter	Instructional Assistant II-Preschool
Rebecca Lowry	Director of Food Service
Bridgette Mann	Administrative Director of Exceptional Children, Preschool, and Mental Health Services
Greg Hollon	Administrative Director of Student Accounting, Support Services, and Administration
David Nichols	Coordinator of District Support Services

Clark County Public Schools
Policy 03.28
Classified Employee Evaluation Process

Each classified employee shall be evaluated a minimum of one (1) time per year by April 15th. This evaluation shall be performed by the principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The individual(s) performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

Classified Personnel Defined

"Classified employee" shall mean an employee of a local district who is not required to have certification for his/her position as required in KRS 161.020.

Procedure 03.28 AP.21

1. All classified employees shall be evaluated a minimum of one (1) time per year and the evaluation shall be completed by April 15.
 2. Each employee will receive a copy of the evaluation document and an explanation of the evaluation process within thirty (30) days of reporting for employment.
 3. The immediate supervisor (or designee) to the employee will be responsible for completing the evaluation and having a conference with the employee regarding the evaluation.
 4. The employee will be given a copy of his/her evaluation and shall have the opportunity for a written response to his/her evaluation. The employee will be responsible for submitting the written response to the supervisor, to be included with the evaluation and placed in the personnel folder at the work location.
 5. Any classified employee whose performance is not satisfactory at any point, or who receives a "does not meet" rating on the evaluation, will work with the supervisor to develop an individual corrective action plan.
 6. All employees shall have the right to appeal his/her evaluation.
 7. Employee summative evaluations shall be kept in the employee personnel file.
- I. Purpose**
- A. To establish procedure for evaluating all classified personnel based upon the quality of performance.
 - B. To assist the individual employee in identifying accomplishments as well as to provide assistance for growth when needed.
- II. Design**
- A. All classified employees will be evaluated one (1) time per year by April 15th.
 - B. All classified employees will have annual orientation to the evaluation process prior to the implementation of the evaluation plan.
 - C. For new employees, this orientation will be given by the principal/supervisor within thirty (30) days of reporting for employment.

D. Rating Scheme

<u>Employee(s)</u>	<u>Evaluator(s)</u>
Custodian/Substitute Custodian	Principal/Supervisor/Administrative Director of Operations, Transportation and School Safety/Coordinator of District Support Services
Bus Driver/Substitute Bus Driver	Transportation Supervisor/Administrative Director of Operations, Transportation and School Safety/Coordinator of District Support Services
Bus Monitor	Transportation Supervisor /Administrative Director of Operations, Transportation and School Safety/Coordinator of District Support Services
Bus Mechanic	Transportation Supervisor/Vehicle Maintenance Service Manager/Administrative Director of Operations, Transportation and School Safety/Coordinator of District Support Services
Paraeducator	Principal/Supervisor/Lead Teacher/Athletic Director
Clerical Personnel	Principal/Supervisor
Food Service Personnel	Director of Food Service/Cafeteria Manager
Maintenance Personnel	Maintenance Supervisor/Administrative Director of Operations, Transportation and School Safety/Coordinator of District Support Services
Special Education/ELL/Migrant Personnel	Principal/Supervisor/Administrative Director of Exceptional Children Services, Preschool and Mental Health Services
Family Resource Youth Services Coordinator	Principal/Administrative Director of Student Accounting, Support Services and Administration
School Nurse	Administrative Director of Student Accounting, Support Services and Administration/District Health Coordinator/Principal
Social Worker	Principal/Supervisor

E. Disposition of Ratings

Copy—Central Office Personnel File—Summative Evaluation only

Copy—Evaluator—Total Evaluation

Copy—Employee—Total Evaluation

III. **Evaluators**

Evaluators shall be trained and approved in the proper techniques for effectively evaluating classified employees.

IV. **Appeals Procedure**

Any employee who believes that he/she was not fairly evaluated may appeal his/her evaluation.

**Clark County Public Schools
 Classified Employee Evaluation**

Employee Name _____ School Year _____

Worksite/School _____ Supervisor _____

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Paraeducator | <input type="checkbox"/> Bus Mechanic |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Other, Specify _____ |

Explanation of Scale:

Meets (M) Needs Growth (NG) Does Not Meet (DNM) Not Applicable (NA)

Standard 1—General Performance

Provide service within the school, community, and educational profession to improve student learning and well-being.

Performance Indicators	M	NG	DNM	NA
1.1 Works with children in a respectful manner				
1.2 Maintains confidentiality of school related business				
1.3 Operates within established policy guidelines				
1.4 Deals tactfully with co-workers and the public				
1.5 Initiates opportunities to develop greater job skills				
1.6 Approaches assignments in a positive manner				
1.7 Exhibits cooperation with co-workers				
1.8 Expresses ideas well orally and/or in writing				
1.9 Listens to and accepts instruction				
1.10 Is interested in and concerned about his/her work				
1.11 Discusses assignments and problems with supervisor(s)				
1.12 Stays informed about board policy regarding job				
1.13 Is dependable				
1.14 Exhibits care in use of board property and equipment				

Standard 2—Specific Job Performance**Evaluates own overall performance in relation to job description.**

Performance Indicators	M	NG	DNM	NA
2.1 Completes work assignments according to job description				
2.2 Meets deadlines when exist				
2.3 Does routine work without instructions				
2.4 Demonstrates care in use of supplies and equipment				
2.5 Plans and organizes to accomplish job				
2.6 Possesses technical knowledge/skill to perform job				
2.7 Uses proper equipment to accomplish job				
2.8 Is innovative in solving difficult problems				
2.9 Is capable of independent action				
2.10 Works well as a team member				
2.11 Shifts to new tasks when priorities change				
2.12 Does own follow-through to ensure job completion				
2.13 Performs quantity of work expected				
2.14 Is complete and thorough in paperwork				
2.15 Practices wise use of district funds				
2.16 Adheres to employee and job safety procedures				
2.17 Corrects and/or reports unsafe conditions and behaviors				

Standard 3—Personal Characteristics**Demonstrates positive personal interactions with staff and students.**

Performance Indicators	M	NG	DNM	NA
3.1 Is punctual and regular in attendance				
3.2 Uses sick and leave time appropriately				
3.3 Maintains a neat appearance				
3.4 Follows policies of school, district, and state				
3.5 Responds appropriately to student misconduct				
3.6 Cooperates with other team members when appropriate				
3.7 Develops and completes a classified improvement plan as needed				

Employee comments:

Evaluator comments:

CLASSIFIED EMPLOYEE EVALUATION CONFERENCE VERIFICATION

I have read this work performance evaluation and have had an opportunity to discuss it in a conference with my immediate supervisor. My signature does not imply agreement or disagreement with the content of this report.

Employee Signature

Date

I have discussed the content of this evaluation in a conference with the employee.

Evaluator Signature

Date

**Clark County Public Schools
Classified Employee Summative Evaluation**

Employee Name _____ School Year _____

Worksite/School _____ Supervisor _____

Standard 1—General Performance

Provides service within the school, community, and educational profession to improve student learning and well-being.

Meets	Does Not Meet

Standard 2—Specific Job Performance

Evaluates own overall performance in relation to job description.

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Standard 3—Personal Characteristics

Demonstrates positive personal interactions with staff and students.

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Employee Comments:

Evaluator Comments:

(Additional pages may be added)

CLASSIFIED EMPLOYEE EVALUATION CONFERENCE VERIFICATION

I have read this work performance evaluation and have had an opportunity to discuss it in a conference with my evaluator. My signature does not imply agreement or disagreement with the content of this report.

Employee Signature

Date

I have discussed the content of this evaluation in a conference with the employee.

Evaluator Signature

Date

***For Evaluator Use Only.**

Employment Recommendation to Superintendent:

Recommended for re-employment

Not recommended for re-employment

Classified employees have the right to appeal the substance and/or procedures of this summative evaluation within five (5) working days. Signature indicates that the written evaluation has been reviewed and discussed by the evaluator and the employee.

**CLARK COUNTY PUBLIC SCHOOLS
CLASSIFIED EMPLOYEE
INDIVIDUAL CORRECTIVE ACTION PLAN**

EMPLOYEE _____

DATE _____

LOCATION _____

1. STANDARD AREA(S) AND PERFORMANCE INDICATOR(S):

2. GROWTH OBJECTIVE(S):

3. PROCEDURES AND ACTIVITIES FOR ACHIEVING OBJECTIVE(S):

4. APPRAISAL METHOD/TARGET DATES (MINIMUM OF TWO):

5. STANDARD(S) AND PERFORMANCE INDICATOR(S)/DATE OF ACTION TAKEN:

A. Verbal Warning	Standard Area(s)/Performance Indicator(s)	Date _____
B. 1 st Written Warning	Standard Area(s)/Performance Indicator(s)	Date _____
C. 2 nd Written Warning	Standard Area(s)/Performance Indicator(s)	Date _____
D. 3 rd Written Warning	Standard Area(s)/Performance Indicator(s)	Date _____
E. Termination	Standard Area(s)/Performance Indicator(s)	Date _____

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____

Signatures simply imply that information has been discussed and copies provided.

**CLARK COUNTY PUBLIC SCHOOLS
CLASSIFIED EMPLOYEE
WRITTEN WARNING FORM**

Name _____ Date Form Completed _____

Classified Title _____ Classification Code _____ Building _____

Evaluator _____ Evaluator Job Title _____

STANDARD AREA(S) AND PERFORMANCE INDICATOR(S) FROM SUMMATIVE AND OR FORMATIVE EVALUATION FORM:

Standard Area(s): _____ Performance Indicator(s): _____

Brief explanation of concern:

Employee Signature

Date

Evaluator Signature

Date

Signatures simply imply that information has been discussed and copies provided.

