

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-WLS-ALL-0695 (HR) **Subject:** Performance Evaluation

Effective Date: August 1, 2011 **Last Revision:**

Person Responsible: Director Children's Services

Approvals/Date:

Mecanic Superintendent, WCBDD Date *7/06/11*
R. Spence Department Director Date *7/6/11*

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1. The purpose of a performance evaluation is to provide a systematic and routine method of communicating to the employee the judgment of his/her supervisor as to the quality of the employee's job performance. This process should be directed toward reinforcing good performance and effectuating improved performance.
2. Evaluation of an employee shall be conducted by a supervisor. In the event an employee performs work under the supervision of more than one supervisor, one supervisor shall be designated as the evaluating supervisor. Any and all information gathered over the course of a year will be used to complete the performance evaluation.
3. The criteria and methods used by the Board to evaluate an employee's work performance shall be relevant to the responsibilities and qualifications set forth in the employee's job description and the standards of conduct required by the Board.
4. The performance of all continuing employees (Form #03-WLS-ALL-0850) shall be evaluated annually. Evaluation procedures shall include one formal and any number of informal observations of classroom or work station performance by the evaluating supervisor. Other factors that shall be considered in the evaluation process may include attendance record, cooperative working relationships with staff and parents, required paperwork, written input from the teaching partner and other significant events associated with job duties. The evaluation shall also include a self-appraisal piece (Form #03-WLS-ALL-0851). This form, which allows the employee to provide positive input regarding their accomplishments, trainings, and goals, will be attached to the evaluation form and will become a part of the employee's personnel file. The contents of the self-appraisal will not be negatively reflected in the evaluation. Each employee will meet with their supervisor to discuss the performance evaluation by April 15th unless extenuating circumstances exist.
5. Employees in their initial year of employment shall be formally observed twice during the school year, prior to the midpoint and prior to the end of their probationary period. Follow-up conferences shall be held after each observation. The evaluation shall consist of these two formal observations and the other components as described above.
6. The employee shall be notified of the formal observation no later than twenty-four (24) hours prior to the day of the observation. Classroom teachers and specialists shall provide the supervisor with a schedule for the day, including lesson plans, goals, and objectives by 9:00 AM on the day of the formal observation.
7. Formal or informal observations shall be conducted at the job site during the hours on duty.
8. Written reports based upon formal observation are to be given to the employee for review within ten (10) working days following the formal observation. A follow-up conference shall be conducted after the written report is received if either party requests such a meeting.
9. All performance evaluations shall note strengths and areas for growth. Any area which is deemed unsatisfactory/in need of improvement shall include supporting rationale. Such items shall be discussed during the evaluation conference and the supervisor and employee will work together to develop a plan of action.
10. The employee shall have opportunity to submit written objections to the contents of his or her evaluation within five (5) working days after the employee has received a copy of the evaluation. The written objections are to be attached to the evaluation.
11. Audio and/or video recordings can be used as evaluation/observation tools with 24 hour prior notice to the employee.
12. Unannounced observations may be conducted by the supervisor or the Director of Children's Services. A follow-up conference may be requested by either party but is not required.
13. Substitute teacher (Form #03-WLS-ALL-0852) and substitute paraprofessional (Form #03-WLS-ALL-0853) will receive a performance evaluation annually from date-of-hire. The evaluation will include written input from the teaching partner(s) informal observation, and other significant events associated with job duties. A follow-up conference shall be conducted after the written evaluation is received if either party requests such a meeting.
14. All Summer Day Camp Employees (Form #03-WLS-ALL-0854) shall receive a written performance evaluation prior to or during the last scheduled week of Day Camp. A follow-up conference shall be conducted after the written evaluation if either party requests such a meeting.
15. All evaluations shall be confidential. This does not preclude the use of evaluation documentation for purpose of disciplinary action. The Performance Evaluation shall contain the date and signatures of the evaluating supervisor and employee. An original will be placed in the employee's file.

- Forms: 03-WLS-ALL-0850
 03-WLS-ALL-0851
 03-WLS-ALL-0852
 03-WLS-ALL-0853
 03-WLS-ALL-0854