



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

5C. Report

Date: September 12, 2005

SUBJECT: EMPLOYEE EVALUATION/APPRAISAL PROCESS

BOARD GOAL: Human Resources

FISCAL NOTE: None

Background Information:

- All district employees are to be evaluated annually by their supervisor or administrator.
- Different categories of employees have different assessment tools.
 - Classroom teachers utilize Commissioner's adopted Professional Development and Appraisal System (PDAS) and are appraised on 8 domains, walk-through observations and a Teacher Self-Report
 - Administrators (except professional instructional employees) utilize the Board approved KISD Administrative Appraisal System and are appraised on research-based components of 7 learner proficiencies; additionally, principals are appraised on the Commissioner-Recommended Student Performance Domain
 - Professional instructional, paraprofessional, technical support, and auxiliary employees utilize locally developed appraisal systems
- Performance assessment is on-going with documentation of exemplary work and corrective action as it occurs.

Administrative Considerations:

- Evaluation systems must be based on criteria of observable, job-related behavior.
- Evaluation systems should allow for reflection and professional growth opportunities.
- Evaluation systems should be on-going and collaborative.

- Intervention or growth plans should be developed for employees “in need of assistance” in performing the duties and responsibilities of their position.
 - Specific performance behaviors, targeted objectives and completion dates must be identified.
 - Employees may include a rebuttal to an appraisal in their personnel file and teachers appraised under PDAS may request a second appraisal.
 - Employees should be afforded necessary support, resources and opportunities to improve performance and meet expectations.
 - A contract employee who does not meet the requirements of an intervention plan may be considered for separation.
- PDAS appraisers must be certified and complete Instructional Leadership Development (ILD) and PDAS training.
- Appraisers using other assessment systems should be provided appropriate indoctrination in the implementation of the systems.
 - PDAS training is being conducted by the Professional Development department in August and September 2005.
 - KISD Administrative Appraisal System training is being conducted by the Superintendent in September 2005.
 - Training on non-exempt employee performance assessment was presented by the Coordinator of Human Resources at the July 27, 2005 General Administrator’s meeting.
- An employee has the right to appeal their evaluation/appraisal through the grievance process.

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Respectfully submitted,

Penny Benz
Assistant Superintendent for Human Resources