



**MATANUSKA
SUSITNA**
BOROUGH SCHOOL
DISTRICT

Classified Evaluation Procedures

Instructions for
Classified
Employees

Items for Review

- Purpose of Evaluation
- Summary of Changes
- Evaluation Procedures
- Evaluation Ratings and Rubric
- Using “Professional Growth”
- Frequently Asked Questions

Purpose of Evaluation

The purpose of evaluation is to provide a process that:

- gives feedback to employees regarding their observed performance of the evaluative period;
- establishes a common language and expectations regarding performance;
- promotes professional excellence and continuous improvement ;
- affords structured assistance to employees;
- and offers a basis for making a decision about continue employment.

Summary of Changes

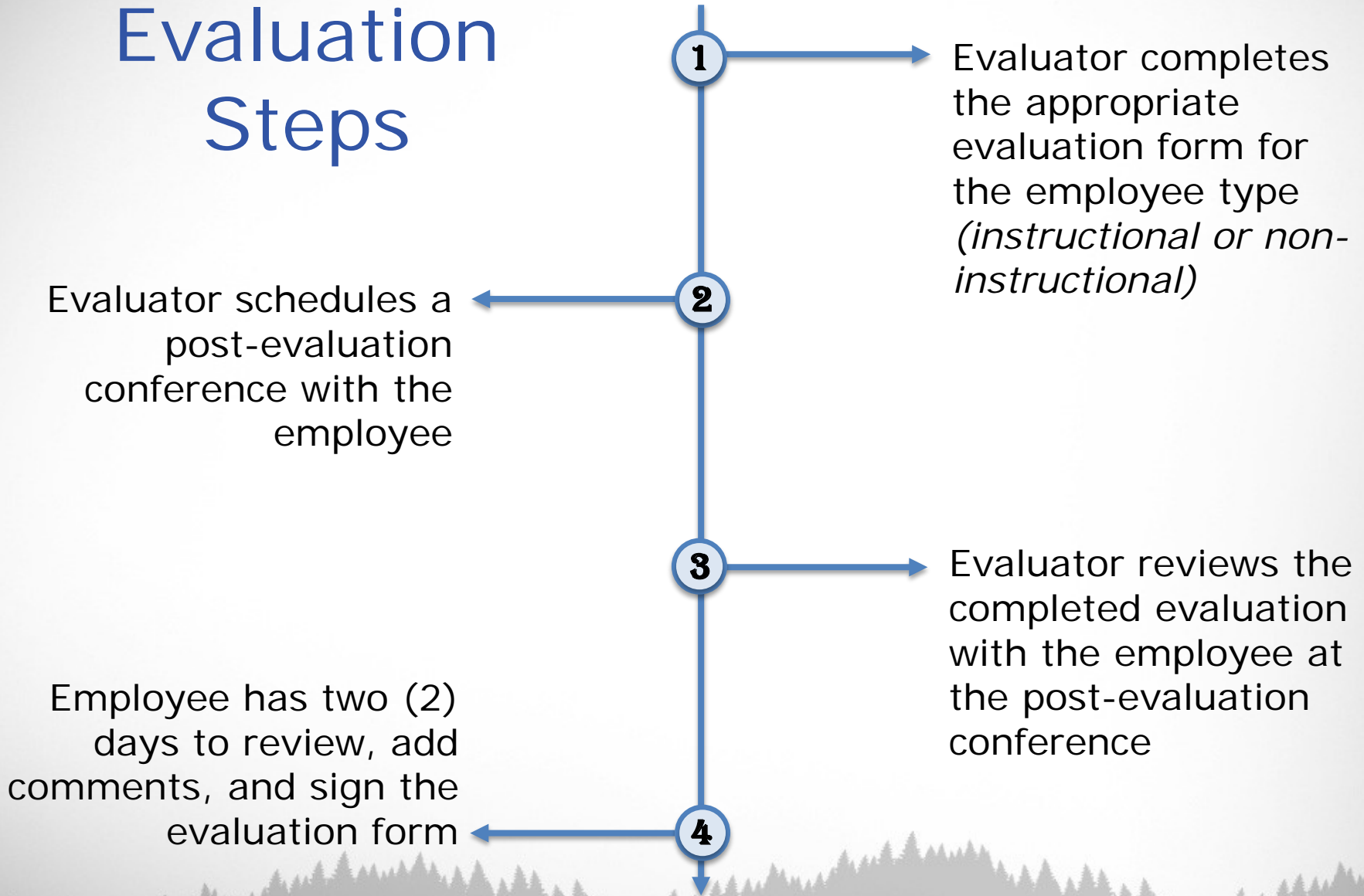
- Change to a four point rating scale: Unsatisfactory, Basic, Proficient, and Exemplary
- Reduced the number of evaluated components
- Rubric developed for each component
- Different evaluation components and rubrics for instructional and non-instructional staff
- All evaluations will be completed online in Professional Growth

Individual Rights

As an employee you have a right to:

1. Be evaluated at least once each year.
2. Attend the post-evaluation conference during your regular term of employment.
3. Be afforded two (2) working days after receipt of the evaluation in which to review it, add comments, and sign it.
4. Be accompanied by a representative if you reasonably expect the implementation of a plan of improvement.

Evaluation Steps



Important Reminders

- Administrators may complete an evaluation at any time during the employees term of employment
- Probationary/Training evaluations are the only evaluation required for employees in that year

Probationary Evaluations

Probationary Period: Employees who are new to the District

Training Period: Existing employees who transfer to a new classification

- Length - 60 working days
- May be extended by 30 working days
(should be done in writing)
- It is recommended that probationary evaluations not be completed more than two weeks prior to the period end

Evaluations and Wages

- Annual evaluations can impact an employees eligibility for step increase or longevity

Article XII.B.1

In order to receive a step increase at the beginning of the fiscal year, an employee shall have not more than seven (7) **Basic** ratings or zero (0) **Unsatisfactory** ratings.

Re-Evaluation

- May be requested when an employee does not receive a step increase or longevity because of their evaluation
- Must be requested by the employee
- Can only be requested after 90 days, unless otherwise stated in a Plan of Improvement
- If sufficient improvement is demonstrated a step increase or longevity will be processed for the remainder of the year

Level of Support Determinations

- **Probationary Extension:** Useful when concerns arise which require additional time to review or confirm.
- **Goals:** Nothing in the process should limit the development of individual performance goals.
- **Plan of Improvement:** Recommended when multiple components are rated as basic or unsatisfactory.

Unsatisfactory – Immediate Improvement Required

- Shows evidence of not understanding the concepts required to complete the assigned tasks. This level of practice is ineffective and inefficient and may represent practice that is harmful or detrimental.



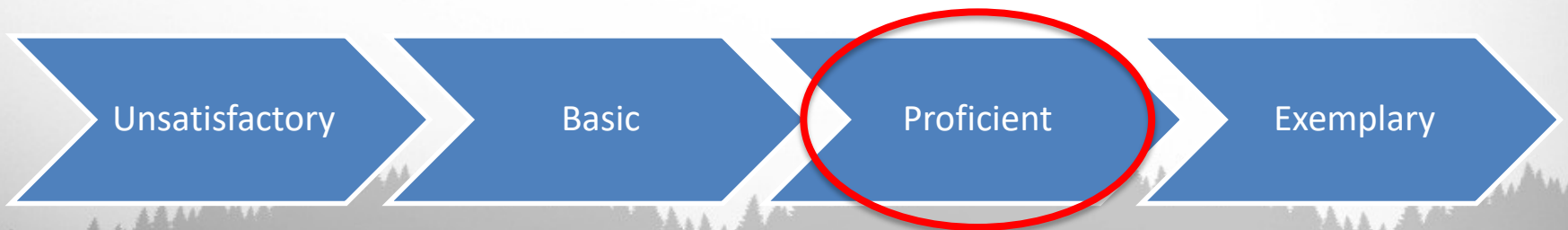
Basic – Improvement Needed

- Shows some evidence of knowledge and skills required, but performance is inconsistent over a period of time due to lack of experience, and/or commitment.



Proficient – Expectations Consistently Met

- Shows evidence of thorough knowledge of all aspects of the job. This is successful, accomplished, professional and effective practice.



Exemplary – Far Exceeds Expectations

- Shows a masterly level which far exceeds that of other professional peers. Ongoing reflective practice, results in the highest levels of expertise and commitment which result in substantial contributions to the work environment and professional practice.



Common Rating Descriptors

Unsatisfactory	Basic	Proficient	Exemplary
Does not Not Clear Unaware Does not respond Poor Little Low Inadequate Fails	Sometimes Attempts to Limited Moderate Uneven Inconsistent Rudimentary Occasionally	Consistent High quality Timely Accurate Appropriate Clear Effective Aligned Solid Productive	Anticipates Always Highly effective Maximize efficiency Extensive Adaptive Seeks out Routinely

Non-Instructional Evaluation Components

Performance of Duty

Knowledge of Job Fundamentals

Job Production Volume and Quality

Planning and Organization

Communication Skills –
Written/Oral

Safe Operation/Care of
Equipment and Property

Customer Service

Work Habits

Use of Time

Decision Making/Problem
Solving

Observance of
Rules/Regulations

Dependability

Flexibility

Maintain a Safe and Clean Work
Area

Professionalism

Initiative/Self Motivation

Confidentiality

Accepts Direction

Personal Grooming

Interpersonal
Relationships/Collaboration

Instructional Evaluation Components

Performance of Duty

Supports an Environment of Respect and Rapport

Follow Classroom Procedures

Manages Student Behavior

Communication Skills –
Written/Oral

Safe Operation/Care of
Equipment and Property

Customer Service

Work Habits

Use of Time

Decision Making/Problem
Solving

Observance of
Rules/Regulations

Dependability

Flexibility

Maintain a Safe and Clean Work
Area

Professionalism

Initiative/Self Motivation

Confidentiality

Accepts Direction

Personal Grooming

Interpersonal
Relationships/Collaboration

Purpose of the Rubric

- Supports inter-rater reliability and consistency in evaluating the components
- Provides a performance description for each component

Understanding the Rubric

1. Describes the component in greater detail
2. Establishes performance standards and expectations for each rating level.

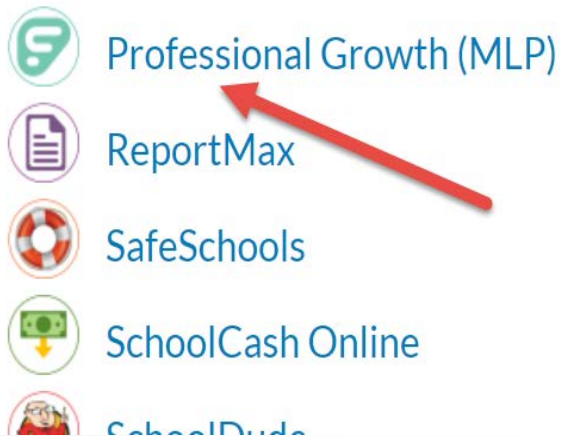
Classified Instructional Employee Evaluation Rubric				
DOMAIN 1 – PERFORMANCE OF DUTY				
COMPONENT	UNSATISFACTORY	BASIC	PROFICIENT	EXEMPLARY
1.A SUPPORTS AN ENVIRONMENT OF RESPECT AND RAPPORT	Interactions between the employee/student(s) and/or student(s)/student(s) are negative, inappropriate, or insensitive to cultural backgrounds, and/or characterized by sarcasm, put-downs, or conflict.	Interactions between the employee/student(s) and/or student(s)/student(s) are generally appropriate and free from conflict, but may be characterized by occasional displays of insensitivity or lack of responsiveness to cultural or developmental differences	Interactions between the employee/student(s) and/or student(s)/student(s) consistently reflect general warmth and caring, and are polite and respectful of cultural and developmental differences.	Interactions between the employee/student(s) and/or student(s)/student(s) are highly respectful, and reflect genuine warmth/caring toward individuals.

Online Form Instructions

- Once your administrator has completed your evaluation you will receive an email
- Your next step will be to login to the Professional Growth System and review, add comments, and sign the completed evaluations.

Professional Growth Login

Employee Quicklinks



Login

- Same as network login

A screenshot of the Frontline Education login interface. At the top, the 'frontline education' logo is on a purple background. Below it, a white box contains the text: 'MyLearningPlan is now part of Frontline Education' and 'Looking for MLPElevate? [Sign in here.](#)'. The main login area is a white box with the text 'Mat-Su Borough School District' and a link '[Not your district?](#)'. It features a 'Username' field with 'ab012345' and a 'Password' field with masked characters. There is a 'Login help' link and a green 'Login' button. At the bottom, it says 'Learn more about the [PD and Evaluation](#) feature.' and '© 2016 Frontline Education, LLC. All Rights Reserved.' with the 'frontline education' logo.

Acknowledging Evaluation

- After your administrator has completed your Evaluation form, you will receive a notification for acknowledgement


Action Required

Classified Non-Instructional Employee Evaluation - Classified Non-Instructional

Status: **awaiting acknowledgment**

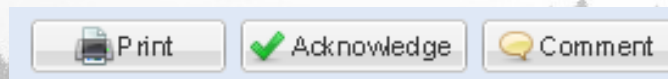
Submitted: 11/01/2017 07:29 PM ADT

Action: [Acknowledge Classified Non-Instructional Employee Evaluation - Classified Non-Instructional](#)



Acknowledging Evaluation

- After reviewing the form you can click on the following options:
 - **Print:** Print form to PDF
 - **Acknowledge:** Verify that you have reviewed the Evaluation
 - **Comment:** Add a comment to the form (this also sends an email notification to your assigned administrator that you have added a comment)



Finalizing Evaluation

- Administrator receives email notification once you have acknowledged the form
- Your form will show as “in Progress” – *awaiting administrator finalization*
- You can view this form at anytime

In Progress

Classified Non-Instructional Employee Evaluation - Classified Non-Instructional

Status: [awaiting administrator acceptance](#)

Submitted: 11/01/2017 07:29 PM ADT

Action: [View Classified Non-Instructional Employee Evaluation - Classified Non-Instructional](#)

Evaluation FAQs

- What if I don't agree with my evaluation?
 - You can mark that you do not agree with your evaluation and add comments as to why you do not agree on the evaluation.
- Who can read my comments?
 - Comments will be reviewed by your administrator. If not submitted in Professional Growth they can be submitted to your administrator or to the Human Resources Department.

Evaluation FAQs

- What if I wasn't evaluated last year?
 - Your administrator is required to evaluate you on an annual basis. If this is not completed before the end of your employment term, you should request that the evaluation be completed upon returning to work.
- Can I ask to be evaluated again?
 - If your evaluation did not deny your step increase or longevity you can request to be evaluated again during the year, however, administrators are not required to complete the evaluation again outside of the re-evaluation process.