

SUPPORT STAFF TimeLine FOR EVALUATORS 2019-2020

Evaluation Component	Non-Instructional Leadership (Those Who Evaluate Others)	Non-Bargaining Support	Bargaining Support (Local 1010)
Growth Plan			
STEP 1 - Job Dimensions Goals and Objectives Development	Optional September, 2019	Optional September, 2019	Not Applicable
Evaluation Process			
STEP 2 - Mid-Year Conference	Optional January, 2020	Optional January, 2020	Not Applicable
STEP 3 - Self Evaluation	Optional April, 2020	Optional April, 2020	Optional April, 2020
STEP 4 - Interim Evaluation	As soon as the area of weakness is recognized by the evaluator <i>If used, both employee and evaluator must sign off electronically.</i>	As soon as the area of weakness is recognized by the evaluator <i>If used, both employee and evaluator must sign off electronically.</i>	As soon as the area of weakness is recognized by the evaluator. <i>If used, both employee and evaluator must sign off electronically.</i>
STEP 5 -Annual Evaluation	May 15, 2020 <i>Completion deadline for employee meetings & electronic signatures.</i>	May 15, 2020 <i>Completion deadline for employee meetings & electronic signatures.</i>	May 15, 2020 <i>Completion deadline for employee meetings & electronic signatures.</i>
Non-Instructional Support Personnel Performance Appraisal System			
Position Classification			
Example Job Titles	Non-Instructional Leadership	Non-Bargaining Support	Bargaining Support (Local 1010)
	Cafeteria Manager	Administrative Assistant	Accounting Specialist
	Coordinator - BAS	Computer Programmer	Administrative Secretary
	Director (Non-Instructional)	Network Analyst	Bookkeeper
	Manager	School Secretary	Bus Driver
	Supervisor	Staff Accountant	Custodian
	Technology Network Coordinator	Systems Analyst	Cafeteria Worker Cook/ Baker Cashier
		System Programmer	Group Leader - BAS
		Technology/Network Support Associate	Instructional Assistant
			School Office Clerk

revised 07/17/2019