

## **I have questions about my annual evaluation/appraisal**

**Q: Which evaluation forms should I use to evaluate my non-teaching staff?**

A: If you cannot find a specific evaluation form for one of your employees you may use whichever form you deem most appropriate to evaluate the employee. Most positions have their own forms; however, for your instructional specialist you may choose to use the instructional support team member form, the campus administrator form, or the non-instructional form.

**Q: I am a teacher with the District and I got a “Proficient” appraisal last year; should I be evaluated again this year?**

A: If you are on a probationary contract with the District, your supervisor is required to complete the full PDAS evaluation for this school year. If you are on a term or continuing contract and your evaluation from 07-08 was “Proficient” or “Exceeds Expectations”, you are evaluated every other year. Please note that all teachers must be evaluated every year on Domain VII.

**Q: I am a teacher assistant with the District; who is responsible for doing my evaluation?**

A: The immediate supervisor, usually the classroom teacher, is responsible for completing the evaluation for teacher assistants; however the principal or assistant principal must sign off on the evaluation as well. If you report to more than one campus, an evaluation should be completed by the supervisor at each location.

**Q: What if my supervisor did not receive a label for me; what do I need to do?**

A: The labels, which were sent out for use on the evaluations, contains the information we need to ensure that your evaluation gets checked in and filed correctly in your personnel file. If your supervisor did not receive the label with your name and information on it, he/she may either make a label, or print the information on the evaluation form. The information we must have is:

- Your first and last name as it appears on your paycheck – no exceptions
- Your location number and name (006 – Eastern Hills High School)
- The last 4 digits of your social security number (XXX-XX-0123)
- Your job title (teacher assistant, librarian, clerk, etc)

**Q: I am a new supervisor and I haven’t had any training for evaluating my employees; will there be training sessions I can attend?**

A: We do not have training sessions scheduled at this time. For general tips about evaluating your employees, please go to the public folders in Outlook, and access the Annual Evaluation Forms folder in All Public Folders. In this folder you will find “Tips for Completing Evaluations.” You should find this information to be a helpful resource. If you feel you need further guidance, you may want to ask your supervisor for assistance, or you may call Susan Tune at 871-2202 for one-on-one training.

**Q: I have a new employee who just started last month; do I need to evaluate him at this time?**

A: Employees are given an annual evaluation, therefore you will not be held responsible for turning in an evaluation for this employee for the 2008-2009 school year; however, you may want to do

an evaluation for the employee so he knows what your expectations are for the coming school year.

**Q: I do not agree with my evaluation and I don't want to sign it; what should I do?**

A: If you are asked to sign an evaluation that you do not agree with, you should sign it. Your signature does not mean that you agree with the evaluation – only that you received a copy of the evaluation. Refusing to sign your evaluation could result in a reprimand for insubordination.

**Q: What recourse do I have if I don't agree with my evaluation?**

A: You may write a brief rebuttal in which you can address only the ratings and comments contained in your evaluation. This rebuttal may be attached to your evaluation and will become a part of the document and placed in your employee personnel file.

**Q: What happens if I receive a rating of "Below Expectations" on my evaluation?**

A: Board policy **DEA (Local)** states, *"To be eligible for a pay increase, an employee must have a satisfactory evaluation from the prior school year"*. Therefore if you receive an overall rating of "Below Expectations" or "Unsatisfactory", you are not eligible for a Board approved increase for the following school year.

**Q: How can I get a copy of my evaluation?**

A: A copy of your evaluation must be given to you by your supervisor at the time of your conference. Please be sure to keep this copy in a safe place in the event that you should need it for future reference.