

Educational Support Personnel

Evaluation Summary Timeline and Procedures

- All Educational Support Personnel will be evaluated based on the rubric that outlines the following criteria:
 - Instructional Responsibilities
 - Student Support Responsibilities
 - Professional Responsibilities
 - Communication

- The Educational Support Personnel’s evaluation summary will be completed by their primary evaluators, the Director of Pupil Services and the School Principal with input from classroom teachers and case managers with whom they work.

- The evaluation will be completed prior to the end of the school year in the form of the Evaluation Summary.

- Educational Support Personnel will be rated base on the following performance code:
 - 4 =Consistently Exceeds Expectations**
 - 3 = Meets Expectations
 - 2 = Inconsistently Meets Expectations
 - 1 = Does not Meet Expectations

** In order to earn a 4 rating in any area of responsibility evidence must be provided by either the evaluator, case manager, or the Educational Support Personnel and this evidence must prove the ability to “Consistently Exceed Expectations”. The evidence will be reviewed by the primary evaluators and ratings will be given at the discretion of the primary evaluators. Please note that not all evidence provided for an area of responsibility will result in a rating of 4.