

GILMER COUNTY SCHOOLS

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GILMER COUNTY SCHOOLS
POLICY MANUAL

POLICY #4117.6

TITLE: **Appraisal Procedure: Substitute Service Personnel**

SECTION 1. Administrative Procedures for Evaluation of Substitute Service Personnel

TRAINING: All supervisors shall receive training in conducting observations and conferences, and completing evaluations.

ORIENTATION: To assure that all employees have an understanding of the purposes, instruments and procedures used in evaluating the performance of substitute employees each substitute employee shall be provided a copy of the instruments and procedures.

PRINCIPLES OF OPERATION:

A. Evaluation Assignments

Evaluation Reports for substitute service personnel will be completed by the following persons:

1. Secretaries & Accountants: Completed by Principal or Supervisor.
2. Aides: Completed by Principal.
3. Custodians: Completed by Principal.
4. Food Service: Completed by Principal.
5. Bus Operators: Completed by Bus Supervisor.
6. Others: Superintendent or Superintendent's designee

NOTE: Evaluations will serve as written input to the Superintendent and Board of Education for consideration of continuing substitute employment and/or future regular employment.

B. Time Frames

Substitute service employees should receive at least one evaluation when any of the following occur:

1. The substitute service employee works ten or more consecutive days in the same assignment.
2. The substitute service employee works twenty or more days (non-consecutively) in the same or similar assignment.
3. At the descretion of the supervisor when the supervisor desires to document exemplary or unsatisfactory performance.

C. Procedures for sharing results

Supervisors will invite substitute service personnel to conference within 10 working days of the completion of the written evaluation. Substitute service employees may attach written comments to their evaluation. Substitute service employees will be expected to sign evaluations - such signature indicating only that the evaluation results were shared with the employee.

D. Observation Procedures

All monitoring or observation of the employee shall be conducted openly.

E. Opportunity to correct

A substitute service employee whose performance evaluation is rated unsatisfactory shall be given an opportunity to correct the deficiencies.

G. Due Process/Grievance Procedures

Gilmer County School District's administrative procedures shall be implemented in conformity with current grievance and other due process requirements.

H. Job Descriptions

County job descriptions shall be established for each position.

SECTION 2. Rating Structure for Substitute Service Personnel

The four performance rating categories on the personnel evaluation form for substitute service employees are a) exemplary satisfactory, b) exceeds standards, c) meets standards, and d) unsatisfactory. The scale for assessing the performance criteria is as follows:

Exemplary: Performance consistently demonstrates expertise and commitment to job responsibilities while personal conduct and positive involvement in the school community add significantly to the school or county.

Exceeds Standards: Performance consistently demonstrates expertise and commitment to job responsibilities.

Meets Standards: Performance is consistently adequate in meeting job responsibilities.

Unsatisfactory - Performance is not consistently acceptable in meeting job responsibilities.

SECTION 3. Evaluation Criteria for all Substitute Service Personnel

Please refer to the attached Gilmer County Service Personnel Evaluation Form.

APPROVED FEB 28 2000

GILMER COUNTY SCHOOLS SERVICE PERSONNEL EVALUATION

Name _____ Location _____

Position _____

Responsibilities:

1. Maintain positive work habits
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.

Rating Scale:

- EXEM: Exemplary
 EXC ST: Exceeds Standards
 MEETS: Meets Standards
 UNS: Unsatisfactory

Performance standards:

1.1	Work Habits	EXEM	EXC ST	MEETS	UNS
	a. Observes work hours				
	b. Attendance				
	c. Complies with rules				
	d. Safety practices				
	e. Meets Schedules				
	f. Accepts change				
	g. Appearance of work area				
	h. Initiative				
	i. Attitude				
1.2	Performance				
	a. Work judgments				
	b. Planning and organizing				
	c. Quality of work				
	d. Accepts responsibility				
	e. Follows instructions				
	f. Efficiency under stress				
	g. Operation/care of equipment				
	h. Work coordination				
1.3	Professional Development				
	a. Knowledge of work				
	b. Job-related training				

Any area marked unsatisfactory must include an explanation.

Employee Signature

Date

Supervisor Signature

Date