

**METCALFE COUNTY BOARD OF  
EDUCATION**

**PERFORMANCE EVALUATION FOR  
CLASSIFIED PERSONNEL**

**2021-2022**

**METCALFE COUNTY BOARD OF  
EDUCATION  
709 West Stockton Street  
EDMONTON, KY 42129  
JOSH HURT, SUPERINTENDENT**

**June 3, 2021**

# **CLASSIFIED PERSONNEL**

**June 3, 2021**

**The complete Classified Performance Evaluation Policy Document for all classified personnel is on file in each school and the District's office and is available upon request to all employees or interested parties.**

The Metcalfe County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of superintendent, Metcalfe County Board of Education, 709 West Stockton Street, Edmonton, KY 42129, 270-432-3171.

# CLASSIFIED SCHOOL PERSONNEL EVALUATION PLAN

NAME OF DISTRICT: METCALFE COUNTY  
TELEPHONE NUMBER: (270) 432-3171  
ADDRESS: 709 WEST STOCKTON STREET  
EDMONTON, KY 42129  
SUPERINTENDENT: Josh Hurt  
DESIGNATED CONTACT PERSON: Jamie Howard

## EVALUATION PLAN DEVELOPMENT COMMITTEE MEMBERS AND TITLES

Donna Caffee	Central Office
Randy Lee	Technology
Teresa Rigsby	Transportation Secretary
Beth Miller	Food Service Director
Patty Bunch	Family Resource
Lance Zurmehly	Maintenance/Grounds
Sherry Keltner	MCHS Secretary
Amy London	MCMS Youth Service Center
Herby Bunch	Transportation Director
David Holley	Bus Driver
LaKettia O'Leary	MCMS Secretary

# ASSURANCES

## CLASSIFIED SCHOOL PERSONNEL EVALUATION PLAN

The Metcalfe County School District hereby assures that:

An evaluation committee composed of an employee from each department developed this evaluation plan.

The evaluation process and criteria for evaluation will be explained to and discussed with all classified personnel annually within one month of reporting for employment. This shall occur prior to the implementation of the plan. The evaluation of each classified staff member will be conducted or supervised by the immediate supervisor of the employee.

The principal or immediate supervisor will discuss the need for an IGP (Individual growth plan). If needed one will be developed.

Each person evaluated will have both formative and summative evaluations with the evaluator regarding his/her performance.

Each evaluatee shall be given a copy of his/her summative evaluation and the summative evaluation shall be filed with the official personnel records.

The local evaluation plan provides for the right to a hearing as to every appeal, an opportunity to review all documents presented to the evaluation appeals panel, and a right to presence of evaluatee's chosen representative.

The evaluation plan process will not discriminate on the basis of race, national origin, religion, marital status, sex, or disability.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on June 3, 2021.

\_\_\_\_\_  
Signature of District Superintendent

Date – June 3, 2021

\_\_\_\_\_  
Signature of Chairperson, Board of Education

Date – June 3, 2021

# CLASSIFIED PERSONNEL EVALUATION METCALFE COUNTY SCHOOLS

## INTRODUCTION

A comprehensive system for classified personnel evaluation is an essential component of improving the teaching and learning process. In order to develop and implement an evaluation system for Metcalfe County, a committee comprised of classified personnel was established. This report, including the evaluation system and instruments, was developed by their efforts and subsequently reviewed and approved.

## ASSUMPTIONS

In the development of the evaluation system, the Evaluation Committee made the following assumptions:

- \*The public is holding schools more accountable for the achievement and behavior of students.
- \*The public expects that school personnel will be evaluated on a regular basis.
- \*The evaluation process should be a means of professional self-actualization. It is our professional responsibility to grow and improve.
- \*Evaluation can be a positive approach to improving teacher and administrator performance.
- \*Teachers and administrators have a strong desire to be successful.
- \*All evaluations must be based on performance criteria, which are understood clearly by those being evaluated and those conducting the evaluation.
- \*Effective evaluation must emphasize continued improvement rather than a post-performance rating process.

# CLASSIFIED PERSONNEL EFFECTIVENESS AND PRODUCTIVITY

As a basis for establishing an evaluation system, the committee reviewed the literature and research related to effective schools. The following are characteristics of effectiveness that educational programs should demonstrate.

- Strong and facilitative instructional leadership.
- High expectations for students and faculty.
- Emphasis on learning as the top priority.
- A pleasant and orderly atmosphere.
- Stress on rewards rather than punishments.
- Continual monitoring of student progress.
- Existence of a short and long-range plan of action.
- Committed to mastery of subject matter.
- Yearly evaluations of program and staff.
- Active parent and community involvement.
- A professional development system for teacher/administrator improvement.
- School-wide academic goals, which are clearly defined.
- A curriculum, which is closely linked to school-wide and district-wide goals.
- Basic rules of conduct are clearly established and consistently enforced.
- Personnel hold high expectations for students and for themselves.
- Personnel check student progress on a frequent and systematic basis.
- Personnel assign meaningful homework and monitor it carefully.
- Students take responsibility for their own learning and behavior.
- Students spend a majority of school time on learning and behavior.
- Personnel choose curriculum materials that match students' abilities.
- Personnel rely on a variety of teaching strategies to help students achieve a high rate of success.
- Personnel and principals care about students and communicate that message to parents and students in words and deeds.
- Principals, who are strong leaders, listen and act upon requests from students, teachers and support staff.
- Parents and community members are encouraged to participate in school activities.
- Personnel are kept up-to-date on instruction and technology through planned professional development.

The evaluation system contained in this report is directly related to the characteristics of school and classified personnel effectiveness listed above. The goal of the Evaluation Committee is not only to improve upon the evaluation system but also to create and maintain a system that will enhance student achievement through more effective and productive instructional practices in the schools and classrooms.

## POLICY STATEMENT

1. The specific purposes of evaluation will be:
  - a. To improve instruction;
  - b. To provide a measure of performance accountability to citizens;
  - c. Foster professional growth and give assistance to classified employees;
  - d. To support individual personnel decisions.
2. It is the policy of the Metcalfe County Board of Education that all classified employees be evaluated on a regular, systematic basis.
3. The evaluation of each employee shall be conducted/supervised by the immediate supervisor. The selection of the third-party observer shall, if possible, be determined through mutual agreement by evaluator and evaluatee. An employee who exercises this option shall do so, in writing to the evaluator, by no later than February 15 of the academic year in which the summative evaluation occurs. If the evaluator and evaluatee have not agreed upon the selection of the third-party observer within five (5) working days of the employee's written request, the evaluator shall select the third-party observer.
4. All evaluations of classified employees shall be documented on district forms, the evaluatee shall have the opportunity to make a written response, and the evaluation shall become part of the official personnel record.
5. Each evaluation cycle of classified employees shall include both formative and summative procedures.
6. All monitoring or observations of the performance of a classified employee shall be conducted with the full knowledge of the employee
7. By the end of the first month of reporting for employment for each school year, the criteria on which classified school personnel are to be evaluated will be explained and discussed. This shall be accomplished in groups or individual setting. The primary evaluator shall be responsible for documentation of the orientation of all classified personnel assigned to his/her supervision. A copy of the documentation shall be sent to the district contact person immediately following all orientations.
8. The supervisor shall perform a minimum of one scheduled observation per year.
9. Unannounced or as needed observations may occur and may provide information relative to job performance criteria.
10. A scheduled observation shall be no less than thirty (30) minutes. Unannounced or unscheduled observations may be less than thirty minutes.

11. Formative evaluation shall include a conference(s) between the evaluator and the classified employee being evaluated to be held within one workweek following each scheduled observation.
12. A completed and signed copy of the evaluation forms will be provided to each person being evaluated immediately following the formative and/or summative evaluation conference.
13. All personnel who are evaluated shall have an opportunity to respond in writing to the evaluation. Responses shall be placed in the personnel file of the person being evaluated and become a part of the official personnel record. The file may be examined upon request to the Superintendent or his/her designee.
14. A conference for the purpose of establishing goals, objectives, and reviewing evaluation criteria will be conducted annually with each administrator and their primary evaluator.
15. The District shall provide an Evaluation Appeals Panel. All classified employees shall be entitled to an appeal process regarding their summative evaluation, which shall include a right to a hearing, opportunity to review all documents presented in an appeal, and the right to the presence of a chosen representative.
16. Multiple observations shall be conducted with classified employees whose observation results are unsatisfactory.
17. The Superintendent shall name a district contact person who shall be responsible for monitoring evaluation training and implementing the evaluation plan.
18. The Board of Education shall annually review the Evaluation Plan.
19. The district will provide training for the primary evaluators in the local evaluation process.



# NOTIFICATION AND TIME LINE

## Evaluation Orientation Conference

Annually each primary evaluator will be responsible for an explanation and discussion of appropriate evaluation forms, job descriptions to all classified personnel under his/her supervision no later than the end of the first month of reporting for employment.

Each evaluator will establish a time line for evaluations. It shall be the responsibility of the evaluator to insure that all classified personnel are evaluated within the required cycles.

# APPEALS PROCESS

If a classified employee is displeased with the conferences and results of the summative evaluation they may appeal their summative evaluation as specified in the Appeals Panel Local District Policy (MCBE 03.18)

# PERSONNEL 03.28 AP.21

- CLASSIFIED PERSONNEL -

## Classified Personnel Evaluation Page 1

EMPLOYEE'S NAME \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

WORKSITE/SCHOOL \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

**POSITION:**

- |  |  |
|--|--|
| <input type="checkbox"/> BUS DRIVER<br><input type="checkbox"/> CUSTODIAN<br><input type="checkbox"/> INSTRUCTIONAL ASSISTANT<br><input type="checkbox"/> CLERICAL PERSONNEL | <input type="checkbox"/> FOOD SERVICE EMPLOYEE<br><input type="checkbox"/> MAINTENANCE PERSONNEL<br><input type="checkbox"/> BUS MECHANIC<br><input type="checkbox"/> OTHER, SPECIFY _____ |
|--|--|

**EXPLANATION OF THE SCALE:**

SATISFACTORY (S)	UNSATISFACTORY (U)
IMPROVEMENT NEEDED (IN)	NOT APPLICABLE (NA)

**JOB KNOWLEDGE:**

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports, and documents required.
- (c) Has working knowledge of equipment/material that is necessary for completion of assigned task.
- (d) Attends appropriate in-service programs.
- (e) Adheres to Board policies.

S	IN	U	NA

Comments: \_\_\_\_\_

**PRODUCTIVITY AND QUALITY OF WORK:**

Rate the completion, accuracy, timeliness, and volume of work.

- (a) Completes the required tasks.
- (b) Completes tasks accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures when working.
- (e) Takes initiative in seeking and completing tasks without supervision.

S	IN	U	NA

Comments: \_\_\_\_\_

# PERSONNEL 03.28 AP.21 (Continued)

## Classified Personnel Evaluation Page 2

**RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:**

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follows directions.
- (c) Uses good judgment in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has a good attendance record.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.

S	IN	U	NA

Comments: \_\_\_\_\_

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**INTERPERSONAL RELATIONS:**

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and District goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

S	IN	U	NA

Comments: \_\_\_\_\_

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**SUMMARY**

Overall job performance on applicable items.

S	IN	U	NA

# PERSONNEL 03.28 AP.21 (Continued)

## Classified Personnel Evaluation Page 3

Would you recommend this employee for employment?  Yes  No

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Growth and Development: Activities in which the employee has participated which could increase job effectiveness. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Improvement in the areas noted on this evaluation can be achieved by the following:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.**

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **RELATED PROCEDURE:**

03.28 AP.22

Review/Revised:3/19/2007

INDIVIDUAL CORRECTIVE ACTION PLAN  
FOR

Date \_\_\_\_\_

Work Site \_\_\_\_\_

Standard #	*Present Prof. Growth Stage	Growth Objective/Goal(s) (describe learning outcomes)	Procedures and Activities for Achieving Goals and Objectives (including support personnel)	Appraisal Method and Target Dates

Employee's Comments

Evaluator's Comments:

Individual Corrective Action Plan Developed:	Status: Achieved   Revised   Continued
_____	_____
Employee Signature                      Date	Employee Signature                      Date
_____	_____
Evaluator's Signature                      Date	Evaluator's Signature                      Date
_____	_____

# PERSONNEL 03.28 AP.22

- CLASSIFIED PERSONNEL -

## Evaluation Appeal Form

### INSTRUCTIONS

This form is to be used by classified employees who wish to appeal their final summative evaluation. If you feel that you were not fairly evaluated you may submit an appeal to the Superintendent by completing this form and returning it to the Superintendent within five (5) working days of the receipt of your summative evaluation.

EMPLOYEE'S NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

WORKSITE/SCHOOL \_\_\_\_\_

### POSITION:

BUS DRIVER

SCHOOL NUTRITION EMPLOYEE

CUSTODIAN

MAINTENANCE PERSONNEL

INSTRUCTIONAL ASSISTANT

BUS MECHANIC

CLERICAL PERSONNEL

OTHER, SPECIFY \_\_\_\_\_

WHAT SPECIFICALLY DO YOU OBJECT TO OR WHY DO YOU FEEL YOU WERE NOT FAIRLY EVALUATED? IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL SHEET.

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DATE YOU RECEIVED THE EVALUATION \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

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*Employee's Signature*

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*Date*

### RELATED PROCEDURES:

03.28 AP.1

03.28 AP.21

Review/Revised:3/19/07