

Provo City School District
Policy Series: 5000 Personnel
Educational Support Professional Evaluation Plan



5240 P2

Components

The Evaluation Plan for ESP employees is comprised of three components:

- Employee's Self-Evaluation /Appraisal review with supervisor
- Job Description Review
- Final Evaluation/Appraisal

Evaluation Areas

- Job Functions—Essential duties and responsibilities associated with each job title evaluated using a 5-point scale as follows:
 - Exceptional
 - Above Standard
 - Meets Standard
 - Marginal
 - Unsatisfactory
- Competencies—Job related skills and abilities evaluated using a 2-point rating scale as follows:
 - Meets Expectations
 - Needs Improvement
- District Standards—District-wide performance and behavior standards evaluated using a 2-point scale as follows:
 - Meets Expectations
 - Needs Improvement

Self-Evaluation/Appraisal

All ESP employees will complete a self-evaluation/appraisal by October 15th.

- ESP employees will use the district's approved evaluation platform to complete their self-evaluation/appraisal
- The supervisor will review each employee's self-evaluation/appraisal and will collaboratively set goals with the ESP employee prior to Thanksgiving Break.

Job Description Review

All ESP employees will review their job description while completing their self-evaluation/appraisal to understand the essential functions and responsibilities of their job.

- The job descriptions will be reviewed by the employee and the supervisor to create an understanding of essential functions, expectations, and job duties associated with the self-evaluation/appraisal and goal setting process.

Final Evaluation

Utilizing the District's approved evaluation platform, all supervisors will complete a final evaluation/appraisal for each employee and review the evaluation with each employee by the last day of school. All evaluations will be submitted electronically to Human Resources by June 1

Revised

October 31, 2022