



Non-Licensed Professional Growth, Supervision and Evaluation Process

** For all HDESD classified, confidential, supervisory and managerial staff.*

High Desert ESD
Non-Licensed* Professional Growth, Supervision and Evaluation Process
PG/S/E Process

TABLE OF CONTENTS

	page
Introduction	2
PG/S/E Process Flowchart	3
Non-Licensed Probationary Employee Evaluation Process	4
Non-Licensed Evaluation Cycle	5
PG/S/E Forms List	6

All forms used with the HDESD Supervision, Professional Growth and Evaluation Process can be found at the HDESD website www.hdesd.org → Staff

Forms may be downloaded in ***Fillable Form*** for word processing or PDF for printing.

- Non-Licensed Employee Performance Goals
- Non-Licensed Employee Self Reflection Document
- Employee Performance Indicators
- Employee Performance Indicators -- Comments
- Non-Licensed Employee Performance Evaluation

* Non-Licensed includes all classified, confidential, supervisory and managerial employees.

Introduction

The focus and function of a Professional Growth, Supervision and Evaluation System is to aid staff continuous professional growth and to assess a person's level of performance in carrying out the responsibilities of his/her position as they work toward achieving the District's mission and goals.

The High Desert Education Service District (HDESD) recognizes the important contribution made by non-licensed personnel* in creating and maintaining a professional culture that is committed to providing quality, specialized, coordinated education related services and support that are stakeholder driven and cost effective.

Therefore, the HDESD Professional Growth, Supervision and Evaluation System for non-Licensed personnel is designed to:

- Promote self-directed professional growth and development,
- Improve and enhance professional practice and job performance,
- Ensure accountability to high standards of performance, and
- Provide a process and framework for assessing performance.

The HDESD Professional Growth, Supervision and Evaluation System is centered on employee-driven plans for improving skills. The system recognizes that non-Licensed staff are involved in a variety of activities from which they can acquire new skills to better fulfill job responsibilities and gain a deeper understanding of the mission and purpose of the HDESD. The system employs individual goal setting and self-reflection as a means to enhance professional growth. Non-Licensed staff work closely with Licensed/licensed staff and administrators to identify specific goals that will contribute to the overall efficiency and effectiveness of the organization as well as provide personal and professional growth opportunities for the individual staff member. This system is not intended to restrict the district's ability to dismiss probationary personnel.

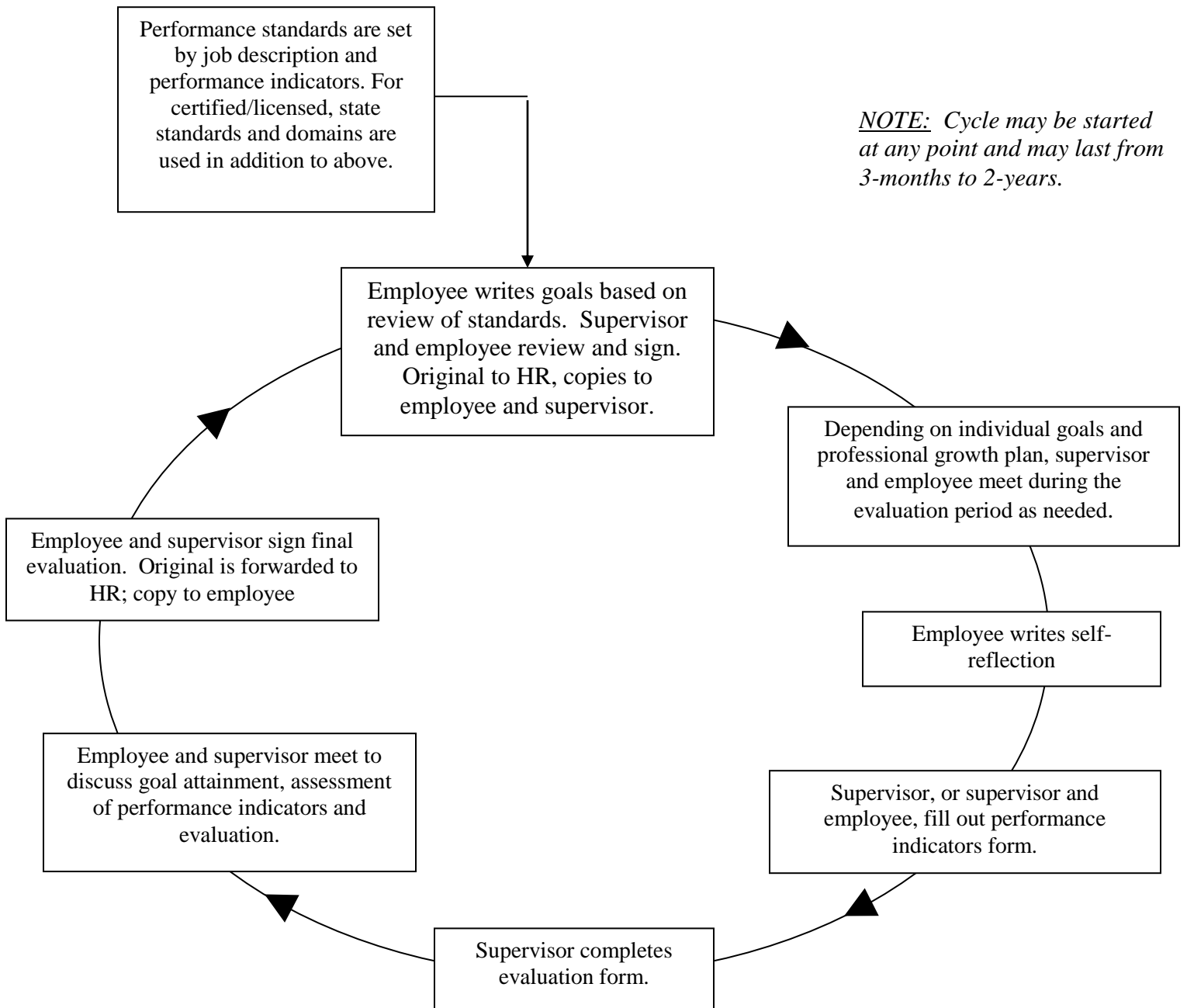
One of the critical elements of any assessment system is a commonly understood definition of quality. The issue of quality and logically, of quality assurance, is central to the success of any high performing organization. A chart of employee performance indicators is included in this evaluation system to define and determine quality in the performance of HDESD positions. These performance indicators, along with the responsibilities outlined in a person's job description, provide a framework for assessing the staff member's job performance. All non-Licensed staff will be expected to contribute to a positive work and learning environment that benefits the students, districts and communities served by the HDESD.

The overall system is intended to support professional growth and assess progress toward that growth. By working collaboratively to improve the quality of services, non-Licensed personnel in concert with Licensed/licensed staff and administrators will be better able to meet the challenging goals that have been set at all levels of the educational system.

*Non-Licensed personnel include classified, confidential, managerial and supervisory employees.

HDESD Professional Growth, Supervision and Evaluation System Flowchart

Purpose: The focus and function of a system for professional growth, supervision and evaluation is twofold: 1) to aid staff's continuous professional growth and, 2) to assess a person's level of performance in carrying out the responsibilities of his/her position as they work toward achieving the District's mission and goals. All evaluations are based upon HDESD established standards and are structured to meet the needs of each employee and the program.



**High Desert ESD
NON-LICENSED PROBATIONARY EMPLOYEE
EVALUATION PROCESS**

HDES Collective Bargaining Agreement: Article 8. No classified employee who has successfully completed the twelve (12) month probationary period shall be given a written reprimand, suspended without pay or dismissed without just cause. During the first twelve (12) months of employment (classified probationary period), an employee may be disciplined or dismissed without recourse to the grievance procedure.

Evaluation Cycle*	Probationary Recommended Activity**
August/September or upon hire.	Supervisor provides any special instruction for performance goals.
October 1 st or one month after hire.	Complete Non-Licensed Employee Performance Goal Sheet <i>Send copy to HR Department</i>
December 1 st or three months after hire.	Three-month Checkpoint Complete the following: <ul style="list-style-type: none"> • Non-Licensed Employee Self-Reflection Document • Employee Performance Indicators <i>Send copies to HR Department. Notify HR Department of any concerns regarding work performance.</i>
March 1 st or six months after hire	Six-Month Checkpoint Complete the following: <ul style="list-style-type: none"> • Non-Licensed Employee Self-Reflection Document • Employee Performance Indicators <i>Send copies to HR Department. Notify HR Department of any concerns regarding work performance.</i>
May 1st	Final Evaluation Complete Non-Licensed Employee Performance Evaluation <i>Send original signed copy to the HR Department</i>

* Dates targeted, but not mandated, for completion of activity.

** Activity is recommended but not mandated.

High Desert ESD
NON-LICENSED EVALUATION CYCLE

Temporary or Regular Employees
(does not include Probationary Employees)

Evaluation Cycle*	Temporary Positions Recommended Activity**	Regular Employee (after first year of employment) Recommended Activity**	
August/September (or at start of work year)	Supervisor provides any special instruction for performance goals.	Supervisor provides any special instruction for performance goals.	
October 1 st (or one month after start of work year)	Complete Non-Licensed Employee Performance Goal Sheet <i>Send copy to HR department.</i>	<i>Complete Non-Licensed Employee Performance Goal Sheet</i> <i>Send copy to HR department.</i>	
May 1 ^s It is recommended that performance goals be reviewed periodically throughout the year.	End of temporary assignment: NC-T Final evaluation packet to HR Department, including: <ul style="list-style-type: none"> • Employee Performance Indicators • Temporary Employee Comment Sheet <p style="text-align: center;"><u>Or</u></p> Employee Performance Evaluation	NC-1: first year of evaluation cycle No formal evaluation form required. However, an HDES employee may be evaluated at any time at the discretion of the supervisor.	NC-2 : second year of evaluation cycle Final evaluation packet to HR Department, including: <ul style="list-style-type: none"> • Non-Licensed employee Performance Evaluation • Non-Licensed Employee Performance Goal Sheet • Non-Licensed Employee Self-Reflection Document • Employee Performance Indicators
June 1 st		Optional: May write, review, and/or update goals for the next year.	

* Dates targeted, but not mandated, for completion of activity.

** Activities recommended but not mandated.

High Desert ESD

NON-LICENSED PROFESSIONAL DEVELOPMENT AND EVALUATION FORMS

All professional growth and evaluation forms may be found on the HDESD website and are fillable forms – They may be completed electronically by placing the cursor in the shaded area and typing. You may then save the form and print it out for your supervisor or employee.

- Non-licensed Employee Performance Goals: Goals provide a framework for professional development and increased job performance. Employee goals are developed early in each work year or evaluation period.
- Non-licensed Self-Reflection Document: Self reflection is an opportunity for individual self-assessment and is a strategy the employee uses to develop further goals. This document is filled out by the employee before the evaluation is scheduled or anytime during the year when needed.
- Employee Performance Indicators: This form is a component of the evaluation process and may be used in the different ways based on the needs of the program or individual:
 - The supervisor and the employee both fill out a form then meet to discuss, or
 - The supervisor and the employee fill out the form together, or
 - The supervisor may fill out the form then meets with the employee to discuss.
- Employee Performance Indicators – Comments: This form may be used in addition to the Employee Performance Indicators form to comment on or explain any of the areas listed. *Note*: comments are required for every area checked “development needed.”
- Non-licensed Employee Performance Evaluation: This form is completed by the supervisor at the end of the evaluation cycle. The supervisor and employee meet to discuss and sign.