

## EVALUATION OF STUDENT SUPPORT SERVICES PERSONNEL

Student Support Services personnel are expected to show continuous professional growth. As part of this process, Student Support Services personnel will be evaluated on the same time schedule as other professionals.

Evaluation of site-based Student Support Services personnel is a collaborative process between the central office supervisory staff and the site-based administrators, principal or assistant principals. Central office supervisory personnel, coordinator, supervisors, specialists, or department chairpersons for school counseling\*, are to be directly involved in the evaluation of all first and second year Student Support Services personnel. After the second year of satisfactory evaluations, central office support will be provided for evaluation of all clinical competencies. Site-based administrators may request additional support from central office supervisory staff as they feel the need in other professional competencies.

The final evaluation, with the input from the appropriate central office personnel, for the following Student Support Services employees: school nurse or certified health assistant, school counselor, or school social worker, is the responsibility of the site-based administrator at the assigned Student Support Services employee's home school. All site-based assigned employees--nurses, counselors, and social workers—will receive only one final evaluation even though they may serve at more than one school. The collaboration with the central offices' supervisory personnel and multiple school-site administrators is to result in a mutually developed evaluation. Central office supervisory personnel will provide either a written narrative or the appropriate form (see Evaluation of Student Services Personnel Manual) to review the professional/clinical competencies of the employee. The narrative or form is to be incorporated into the final evaluation by school administrators. Unsatisfactory in the professional/clinical part of the evaluation result in an overall unsatisfactory evaluation.

For all pupil personnel workers and school psychologists, who service more than one location, the central office coordinators will be responsible for the final evaluation. Since these employees have multiple locations and may be regionalized, input will be collected by the coordinators from an administrator at each school that the employee provides service, using the standard form (see attached forms). The Coordinators of Psychological Services or Pupil Personnel Services will be responsible for the writing of the final evaluation on these multiple school employees. Pupil Personnel Workers (PPWs) and School Psychologists who service only one school will be evaluated using a collaborative model with site administrator providing direct input and participating in an annual conference. The final evaluation on single-site school psychologists or PPWs is the responsibility of the coordinator of each office.

When there is a concern that a Student Support Services employee may become or is unsatisfactory and/or needs an assistance plan, the appropriate Student Support Services office's supervisory personnel will be actively involved.

\* School Counseling Department Chairpersons, who are certified professional school counselors, are considered central office representatives and have been trained in the evaluation process of school counselors at the secondary level.

To obtain copies of specific evaluation forms, contact the following:

- Department of Student Support Services
- Department of Human Resources
- Specific Offices, i.e.,
  - Alternative Programs
  - School Counseling Services
  - Health Services
  - Psychological Services
  - Pupil Personnel Services
  - Safe and Drug Free Schools
  - Social Workers Services