

**SUBJECT: PROCEDURES FOR EVALUATING  
NON-INSTRUCTIONAL PERSONNEL**

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TABLE OF CONTENTS

I. Introduction	2
II. Procedures	2
A. Identification of Employee Groups	2
B. Orientation	2
C. Timeline	2
D. Ratings	3
E. Categories	3
III. Responsibilities of All Applicable Departments	3
A. Division of Human Resources	3
B. Supervisor	3
IV. Reporting Requirements	4
A. Form Completion	4
V. Distribution	4
VI. Exhibits	4
A. Non-Instructional	5
B. Paraprofessional	6
I. Index	7

**SUBJECT: PROCEDURES FOR EVALUATING  
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**I. INTRODUCTION:**

The purpose of this bulletin is to identify the necessary steps and procedures required by the Broward Paraprofessional Association and the Federation of Public Employees for evaluating Non-Instructional employees, as well as steps and procedures for Confidential Secretaries.

**II. PROCEDURES**

**A. IDENTIFICATION OF EMPLOYEE GROUPS**

All paraprofessional employees, including teacher aides, teacher assistants, BRACE employees, vocational and career advisors, parent educators, job coaches, educational assistants, home service educators, Even Start, and community liaisons, teacher tutors, social educators and community social workers, not classified as Instructional, Confidential Secretaries, food service employees, bus operators and attendants, relief operators and attendants, mail service employees, garage employees, safety employees, regular full-time and part-time security specialists, campus monitors, facility service employees — including pool men, yard men, warehouse employees — including those in property and inventory, building and maintenance employees — including those who perform functions classified as building trades, maintenance employees, head facility service employees, and regular part-time facility service employees.

**B. ORIENTATION**

1. Clerical – by September 30<sup>th</sup>, or within one week for new hires
2. Food Service – by September 30<sup>th</sup>, or within 30 days for new hires  
Maintenance, Campus Monitors, Security Specialists, Transportation, Facilities Service - by September 30<sup>th</sup>, or within 30 days for new hires
3. Paraprofessional - by September 30<sup>th</sup>, or within 15 days for new hires
4. All other non-bargaining unit members - by September 30<sup>th</sup>, or within 30 days for new hires

**C. TIMELINE**

1. Orientation to the evaluation process by September 30<sup>th</sup>.
2. Final evaluations due by dates listed below:
  - a. Clerical/Secretarial - On or before May 1<sup>st</sup>. Under unusual circumstances, as determined by the supervisor, the evaluation may be conducted between May 1<sup>st</sup> and the last work day of the employee's assigned calendar
  - b. Food Service and School Bus Drivers and Attendants – By the last day of the employee's assigned calendar
  - c. Maintenance and Facilities Service – By June 30<sup>th</sup>
  - d. Paraprofessional – After October 15<sup>th</sup> and before the last week of school

**SUBJECT: PROCEDURES FOR EVALUATING  
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- e. All final evaluations - Submit original evaluation document (and attachments if applicable) to Personnel Records by July 31st annually.

**D. RATINGS**

- 1. A rating of E, or Excels, indicates the employee is surpassing job requirements.
- 2. A rating of S, or Satisfactory, indicates the employee is performing as required and expected in an entirely satisfactory manner
- 3. A rating of N, or Needs Improvement, indicates performance does not fully meet job requirements as indicated with specific and clear examples of job-related behaviors and attitudes.
- 4. A rating of U, or Unsatisfactory, indicates performance is inadequate and must be corrected citing specific examples of job-related behaviors and failure to correct deficiencies. Written documentation of deficiencies and requirements for improvement in performance must be provided.
- 5. Not Applicable - This indicates that the category does not apply to the appraisee.

**E. CATEGORIES**

- 1. Paraprofessional
  - a. Record Keeping – Machine Operation
  - b. Student – Teacher Assistance
  - c. Planning and Follow-up Skills
  - d. Community Involvement
  - e. Work Habits and Personal Relations
- 2. Non-instructional
  - a. Quantity of Work
  - b. Quality of Work
  - c. Work Habits
  - d. Personal Relations
  - e. Supervisory Performance

**III. RESPONSIBILITIES OF ALL APPLICABLE DEPARTMENTS**

**A. DIVISION OF HUMAN RESOURCES**

The Division of Human Resources develops and distributes an annual schedule of assessment activities. In addition, it receives completed forms, ensures the implementation of the system, and maintains assessment records in personnel files.

**B. SUPERVISOR**

The supervisor is responsible for ensuring that each employee is evaluated.

**SUBJECT: PROCEDURES FOR EVALUATING  
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**IV. REPORTING REQUIREMENTS**

**A. FORM COMPLETION**

1. The non-instructional evaluation form is to be used for all non-instructional personnel, with the exception of paraprofessionals, confidential secretaries, Principals, Assistant Principals, and members of the Technical Support Personnel bargaining unit.
2. The Paraprofessional evaluation form is to be used for all paraprofessionals.
3. At least one assessment of each employee will be conducted by the principal, director, supervisor or his/her designee each year.
4. Probationary employees are evaluated at least once prior to the last day of their probationary status.
5. The form is completed by the assessor and signed by the employee. The employee's signature indicates only that he/she has read the form and does not necessarily indicate agreement with its content.

**V. DISTRIBUTION**

All evaluation instruments and manuals must be made readily available to all employee and supervisors. These documents will be housed on the website:  
<http://www.broward.k12.fl.us/evaluationcoordinators/>

**VI. EXHIBITS**

- A. Non-instructional Instrument
- B. Paraprofessional Instrument

**BUSINESS PRACTICE BULLETIN**  
 The School Board of Broward County, Florida

BULLETIN NO.: H-112  
 PAGE: 5 OF 7  
 DATE: JULY 1, 2008

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The School Board of Broward County, Florida  
**NON-INSTRUCTIONAL EMPLOYEE  
 PERFORMANCE EVALUATION**



Name (Last) _____ (First) _____ (Initial) _____		Period Covered From _____ To _____ <small>Mo. Day Yr. Mo. Day Yr.</small>	
Classification: _____	Status: _____	Date Probation Ends: _____	Personnel Number: _____
School/Department: _____		Reason for Review: <input type="checkbox"/> END OF PROBATION <input type="checkbox"/> ANNUAL REVIEW <input type="checkbox"/> OTHER	
Check Items: <input type="checkbox"/> Excels <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Applicable			

<b>I. QUANTITY OF WORK</b> <input type="checkbox"/> Amount of work performed	Comments
<b>II. QUALITY OF WORK</b> <input type="checkbox"/> Accuracy <input type="checkbox"/> The achievement of objectives, effectiveness <input type="checkbox"/> Initiative and resourcefulness <input type="checkbox"/> Neatness of work product <input type="checkbox"/> Other _____	Comments
<b>III. WORK HABITS</b> <input type="checkbox"/> Attendance <input type="checkbox"/> Observance of work hours <input type="checkbox"/> Completion of work on schedule <input type="checkbox"/> Compliance with rules, policies, and directives <input type="checkbox"/> Safety practice <input type="checkbox"/> Use of tools and equipment <input type="checkbox"/> Other _____	Comments
<b>IV. PERSONAL RELATIONS</b> <input type="checkbox"/> With fellow employees <input type="checkbox"/> With supervisors <input type="checkbox"/> With public	Comments
<b>V. SUPERVISORY PERFORMANCE</b> (If applicable) <input type="checkbox"/> Efficiency and effectiveness of work unit <input type="checkbox"/> Training and development <input type="checkbox"/> Personnel Management <input type="checkbox"/> Decision-making and delegating <input type="checkbox"/> Safety record	Comments

**RATER'S OVERALL EVALUATION**

Unsatisfactory: Performance is inadequate and must be corrected.

Needs Improvement: Performance does not fully meet job requirements as indicated below.

Satisfactory: Employee is performing as required and expected in an entirely satisfactory manner.

Excels: Performance surpasses job requirements

If an employee is eligible for permanent status, check following  Granted  Denied OR  Extended \_\_\_\_\_ Months with the employee's written permission. (Attached)

If an employee was rated "Unsatisfactory" when will another evaluation be conducted? DATE: \_\_\_\_\_

**IN WHAT WAYS CAN OR MUST THE EMPLOYEE IMPROVE PERFORMANCE?**

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Evaluator (print) _____	Evaluator's Signature _____	Date _____	Employee (print) _____	Employee Signature _____	Date _____
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REV. 7/05

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The School Board of Broward County, Florida  
**PARAPROFESSIONAL EVALUATION**



Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initial) \_\_\_\_\_ Period Covered  
 From \_\_\_\_\_ Mo \_\_\_\_\_ Day \_\_\_\_\_ Yr \_\_\_\_\_ To \_\_\_\_\_ Mo \_\_\_\_\_ Day \_\_\_\_\_ Yr \_\_\_\_\_

Status: \_\_\_\_\_ Date Probation Ends: \_\_\_\_\_ Personnel Number: \_\_\_\_\_

School/Department \_\_\_\_\_

Reason for Review:  Annual Evaluation  End of Probation  Other

Check Items - E=Excels; S=Satisfactory; N=Needs Improvement; U=Unsatisfactory; NA=Not Applicable

	E	S	N	U	NA		E	S	N	U	NA
<b>A. General: Record Keeping - Machine Operation</b>						<b>C. Planning and Follow-Up Skills</b>					
1. Knowledge and ability to operate office machines, excluding typing skills.						1. Ability to construct specific items for tests and worksheets from teacher-provided guidelines.					
2. Knowledge and ability to utilize common clerical procedure, excluding shorthand skills.						2. Ability to conduct follow-up lessons when provided guidelines by teacher.					
3. Ability to update standardized pupil information records.						3. Ability to plan and implement specific learning activities.					
4. Implement appropriate suggestions for improvement.						<b>D. Community Involvement</b>					
<b>B. Student/Teacher Assistance</b>						1. Ability to explain assigned county programs to individual parents.					
1. Ability to work with individual students.						2. Ability to work with individual parents.					
2. Ability to work with small groups of students.						3. Ability to plan and implement required meetings and parent inservice workshops.					
3. Ability to assist students with teacher-planned activities.						<b>E. Work Habits and Personal Relations</b>					
4. Knowledge and ability to work in media centers.						1. Amount of work performed					
5. Knowledge and ability to prepare instructional materials and teaching aids.						2. Accuracy					
6. Knowledge and ability to use instructional materials and teaching aids.						3. Initiative and resourcefulness					
7. Ability to maintain control and discipline when assigned as primary responsibility.						4. Neatness of work product					
8. Ability to care for students when teacher is not present.						5. Attendance					
						6. Observance of work hours					
						7. Completion of work on schedule					
						8. Compliance with rules, policies and directives					
						9. Relations with fellow employees					
						10. Relations with supervisors					
						11. Relations with public					

**RATER'S OVERALL EVALUATION:**

- Unsatisfactory: Performance is inadequate and must be corrected.
- Needs Improvement: Performance does not fully meet job requirements as indicated below.
- Satisfactory: Employee is performing as required and expected in an entirely satisfactory manner.
- Excels: Performance surpasses job requirements.

**COMMENTS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LIST EXPECTATIONS FOR IMPROVEMENTS ON ALL ITEMS MARKED "UNSATISFACTORY":**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

I acknowledge that I have received a copy of this evaluation. I have had an opportunity to discuss it with my supervisor. In signing this evaluation, I necessarily agree with the conclusions. I understand that I may write my comments on another sheet of paper.

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Index

Categories	3
Distribution	4
Division of Human Resources, Role of	3
Exhibits	4
Form Completion	4
Identification of Employee Groups	2
Introduction	2
Non-Instructional Instrument	5
Orientation	2
Paraprofessional Instrument	6
Procedures	2
Ratings	3
Reporting Requirements	4
Responsibilities of All Applicable Departments	3
Supervisor, Role of	3
Table of Contents	1
Timeline	2

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