



Santa Rosa County District Schools Educational Support Evaluation System

SRCDS: ESP Evaluation System



- Educational Support Personnel Evaluation System
- The system reflects the Administrative and Instructional Evaluation System
 - In addition to the Evaluation Data, the Educational Support Personnel Evaluation System includes school-wide “Studer” Parent & Student Survey data and Student Performance data.
 - School Site administrators will review the evaluation system with all of their Educational Support Personnel during pre-planning.

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- Section I: Self Assessment
- Looks and functions more like the Administrative and Instructional Evaluation System
 - ESP will complete before the end of the first nine weeks
 - 21 Indicators : (5 major areas)
 - Dependability (5 Indicators)
 - Quality/Quantity of Work (4 Indicators)
 - Initiative (3 Indicators)
 - Interpersonal/ Attitude (5 Indicators)
 - Personal (4 Indicators)

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- Section II:
 - Supervisor Evaluation
 - Same as Self Assessment (see Rubric)
 - 5 Areas with 21 Indicators
 - Ratings are:
 - Highly Effective (HE) = 4.0
 - Effective (E) = 3.0
 - Needs Improvement (NI): (Comments Required) = 2.0
 - Unsatisfactory (U): (Comments Required) = 1.0
 - Rate each ESP on each of the indicators by marking one tally under the rating (HE, E, NI, U)

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- Section II:
 - Overall Indicator Rating (there are 21): The number of tallies per rating will be multiplied by the rating value, added together, then divided by 21 (which is the # of indicators).

Evaluation Summary	HE (4.0)	E (3.0)	NI (2.0)	U (1.0)
Number of Indicators Marked	8	9	3	1

Evaluation Summary	HE (4.0)	E (3.0)	NI (2.0)	U (1.0)
Number of Indicators Marked	8 x 4 = 32	9 x 3 = 27	3 x 2 = 6	1 x 1 = 1
Overall Evaluation Score	32 + 27 + 6	+ 1 = 66	66/21 =	3.14

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- Section II:
 - Supervisor Evaluation Scoring
 - Overall Indicator Rating Calculation uses a scale to determine Overall Indicator Rating:
 - Highly Effective: 4.00- 3.50
 - Effective: 3.49 – 2.25
 - Needs Improvement: 2.24 – 1.75
 - Unsatisfactory: Below 1.75
 - **Example : 3.14 = Effective**

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- Section III:

- Surveys (Student and Parent)

- Same surveys used for Administration and Instructional Evaluations
 - School wide results will be used.
 - School wide surveys will count 10%
 - The school wide student survey will count 5%
 - The school wide parent survey will count 5%
 - The Student School Wide Surveys for both Parent and Student (5 point scale) will be converted to a Results Evaluation Score (4 point scale)

<u>Survey Results</u>	<u>Evaluation Score</u>
4.00 – 5.00	Highly Effective (4.0)
2.75 – 3.99	Effective (3.0)
2.00 – 2.74	Needs Improvement (2.0)
Below 2.00	Unsatisfactory (1.0)

Example: School Wide Parent Survey Result of 3.25 would equate to an Evaluation Score of Effective (3.0)
School Wide Student Survey Result of 4.15 would equate to an Evaluation Score of Highly Effective (4.0)

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- Section IV:
 - Student Performance
 - Will Count 10% of the total ESP observation
 - The student performance formula for the ESP will be the same as their work site administrator.
 - EX: The bookkeeper score at Holley Navarre Primary would use the same formula as the Principal at Holley Navarre Primary. The difference is that the score would only count 10% of the overall evaluation score.
 - EX: A district maintenance worker or bus driver would use the same formula as the Assistant Superintendent for Administrative Services. The difference is that the score would only count 10% of the overall evaluation score.

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- Section V:

- Overall Evaluation

- This section totals the previous four sections to identify an overall evaluation rating.
 - Each section will be totaled and weighed using the assigned percentages.
 - The overall evaluation score will use the following scale:

Highly Effective (HE)	4.00 – 3.50
Effective (E)	3.49 – 2.25
Needs Improvement (NI)	2.24 – 1.75
Unsatisfactory (U)	Below 1.75

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- Section V:
 - Overall Evaluation

Type	Score	Weight	Weighted Score
Supervisor Evaluation (Section II)	3.14	0.80	2.51
Parent Survey (Section III)	3.0	0.05	0.15
Student Survey (Section III)	4.0	0.05	0.20
Student Assessment (Section IV)	1.88	0.10	0.19
TOTAL SCORE		1.00	3.05

TOTAL SCORE	3.05
Overall Evaluation Category	Effective

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The Educational Support Evaluation System
manual can be found
on the district home page.

