

Administrative Guidelines 551.i – Substitute Service Personnel Evaluations

Authority RCBOE Policy 551

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Purpose

Substitute service personnel evaluations are intended as an opportunity for classroom service personnel and administrators to provide feedback to county administration on the performance and professionalism of substitute service personnel. They are also intended as an opportunity for substitute service personnel to provide feedback on their experience working in our schools. Together, these should form a set of data that allow county administration to evaluate the effectiveness of substitute service personnel and any policy or procedural changes that should be made to enhance this.

Schedule of evaluations

A Substitute Service personnel Report (Form 551A) shall be completed after each assignment performed by substitute service personnel who are on a probationary contract and those who are on a continuing contract.

Substitute service personnel shall complete a Substitute Service personnel Feedback (Form 551B) after each assignment.

Substitute service personnel who are on a probationary contract shall meet with the Superintendent at least once per semester to discuss the results of his/her reports and feedback. Substitute service personnel who are on a continuing contract shall meet with the Superintendent at least once per school year to discuss the results of his/her reports and feedback.

Forms

Forms used in the evaluation of substitute service personnel shall be approved by the Board prior to their use per Policy 551.

Process of improvement

Substitute service personnel shall be provided opportunities to attend professional development related to their duties and such may be required as part of an improvement plan resulting from an unsatisfactory evaluation. As substitute service personnel who are serving in day-to-day assignments are not regular, full-time employees nor paid, earning leave, etc., as such, any attendance of professional development shall be uncompensated unless such compensation is approved in advance by the Superintendent.

Substitute service personnel found to have unsatisfactory performance shall be provided with an opportunity to improve, which shall begin with an initial conference between the substitute service personnel and the Superintendent in which the practices in need of improvement shall be presented in writing. An exit conference shall be held after no fewer than three opportunities to serve in day-to-day assignments have been provided once the improvement plan has begun, and if improvement is not made on the practices identified at the initial conference, the substitute service personnel may be recommended for dismissal. The opportunity to improve may also include professional development, job shadowing, or other methods of displaying professional practice to the substitute service personnel.