



## **NON-INSTRUCTIONAL EMPLOYEE PERFORMANCE REVIEW PROCEDURES**

**Monroe County Intermediate School District**

**Monroe, Michigan**

**2023-2024**

**October 19, 2023**

**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**MONROE, MICHIGAN**  
**NON-INSTRUCTIONAL EMPLOYEE PERFORMANCE REVIEW PROCEDURES**  
**2023-2024**

**The procedures will be posted on the Human Resources webpage under “Evaluations.”**

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## **NON-INSTRUCTIONAL EMPLOYEE PERFORMANCE REVIEW PROCEDURES**

### **PURPOSE AND COMPONENTS OF THE PERFORMANCE REVIEW**

An evaluation is an important growth tool for both employees and administrators. The district has selected MASA's School Advance Non-Instructional Performance Review. The process is designed to provide specific and timely feedback on key performance indicators. The purpose of the feedback is to provide staff with recognition of their accomplishments and contributions to the organization along with a means to identify possible areas of growth that could enhance performance.

The performance review process follows these simple steps:

1. **SELF ASSESSMENT:** Use either Part 1 (for all non-supervisory staff) or both Parts 1 and 2 (for supervisory staff) of the performance review and feedback instrument to complete a self-assessment. Fill in the circle next to each descriptor that you believe you can demonstrate applies to you. Make some notes for yourself on how you might provide evidence or examples (if need) to support your self-assessment.
2. **MEET WITH YOUR SUPERVISOR:** Meet with your supervisor to discuss your self-assessment and determine what other information your supervisor needs to complete his or her assessment of your performance.
3. **DISCUSSION WITH SUPERVISOR:** After your supervisor completes his or her assessment of your performance, meet again and have a dialogue to work through:
  - a. Any discrepancies between your and your supervisor's assessment
  - b. Confirming and prioritizing your growth edges
  - c. Deciding which growth edges to pursue with a specific performance growth plan (3 goals).
  - d. Establishing a process and timeline for ongoing performance dialogue and feedback throughout the next performance review cycle. Note: This is important for keeping the lines of communication open and for achieving ongoing performance dialogue between staff and their supervisors.
4. **CONNECT WITH SUPERVISOR DURING REVIEW CYCLE:** During the performance review cycle, make sure to reconnect with your supervisor on a regular basis to share how the work on your performance growth plan is going and to dialogue about any performance concerns, need for support, or other issues that arise.
5. Prior to the next summative review at the end of the performance review cycle, update your self-assessment and performance growth plans to share with your supervisor.

## **COMPONENTS OF THE EVALUATION**

### **1. Checklist on Standards for Success**

- Staff and supervisors will follow the appropriate Checklist in Standards for Success. There are separate checklists for Non-Supervisors and Supervisors.

### **2. Self- Assessment**

- Staff will complete the self-assessment each year as a guide for developing a Professional Growth Plan for the year. The self-assessment should be completed prior to October 1.

### **3. Professional Growth Plan**

- Staff and supervisors will develop three (3) specific performance goals to assist in improving effectiveness. The goals will be developed by no later than Oct 1.

### **4. Evaluation Due Date**

- **June 1**

## **Scoring the Performance Review**

The Non-Instructional/Non-Supervisor performance review has thirteen (13) performance indicators:

	<b><u>Weight</u></b>
1. Dependability	7.7%
2. Quality of Work	7.7%
3. Job Knowledge	7.7%
4. Response to Challenges	7.69%
5. Ethics and Integrity	7.69%
6. Cooperation with coworkers	7.69%
7. Interactions with coworkers	7.69%
8. Handling of Concerns	7.69%
9. Professionalism	7.69%
10. Leadership	7.69%
11. Initiative	7.69%
12. Creativity	7.69%
13. Productivity	<u>7.69%</u>
	100%

Each indicator has performance levels of Highly Effective (4), Effective (3), Minimally Effective (2) and Ineffective (1).

The Non-Instructional/Supervisor performance review has the same 13 indicators as the Non-Supervisor plus four (4) additional indicators:

	<b><u>Weight</u></b>
1. Dependability	5.88%
2. Quality of Work	5.88%
3. Job Knowledge	5.88%
4. Response to Challenges	5.88%
5. Ethics and Integrity	5.88%
6. Cooperation with coworkers	5.88%
7. Interactions with coworkers	5.88%
8. Handling of Concerns	5.88%
9. Professionalism	5.88%
10. Leadership	5.88%
11. Initiative	5.88%
12. Creativity	5.88%
13. Productivity	5.88%
14. Supervision	5.89%
15. Vision	5.89%
16. Systems and Processes	5.89%
17. Capacity Development	<u>5.89%</u>
	100%

Each indicator has performance levels of Highly Effective (4), Effective (3), Minimally Effective (2) and Ineffective (1).

### **Weighted Scoring**

There are a total of 13 elements in the Non-Instructional/Non-Supervisory Performance Review for a total of 52 points possible.

<b>Score</b>	<b>Ineffective</b>	<b>Minimally Effective</b>	<b>Effective</b>	<b>Highly Effective</b>
<b>Percent of Total</b>	Under 50%	50-74%	75-88%	89-100%
<b>Raw Score</b>	25 and below	26-38	39-45	46-52
<b>Score</b>	0-1.99	2.0-2.99	3-3.59	3.6-4

There are a total of 17 elements in the Non-Instructional/Supervisory Performance Review for a total of 68 points possible.

<b>Score</b>	<b>Ineffective</b>	<b>Minimally Effective</b>	<b>Effective</b>	<b>Highly Effective</b>
<b>Percent of Total</b>	Under 50%	50-74%	75-88%	89-100%
<b>Raw Score</b>	33 and below	34-50	51-59	60-68
<b>Score</b>	0-1.99	2.0-2.99	3-3.59	3.6-4

### **Standards for Success**

The School Advance Evaluation System and process is completed through the on-line, web based Standards for Success (SFS). The website can be found at <https://www.standardforsuccess.com/>

The website can also be accessed through QuickLinks on the MCISD homepage at [www.monroeisd.us](http://www.monroeisd.us).

### **HELP PDF's**

SFS has multiple pdf's available under the "SUPPORT" tab which will provide assistance. For example, here is a link to assist in logging into your account: <https://www.standardforsuccess.com/resources/>

## **NOTICE OF NON DISCRIMINATION**

The Monroe County Intermediate School District is an EOE employer/institution and does not discriminate based on religion, race, color, national origin, sex, disability, age, height, weight, marital status, veteran status or familial status in its programs, services, activities or in employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Eric Feldman**

**Assistant Superintendent for Human Resources and Legal Counsel**

**1101 S. Raisinville Road**

**Monroe, Michigan 48161**

**734-322-2640**

For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area or call 1.800.421.3481

### **Complaint Procedure**

The Monroe County Intermediate School district has adopted a procedure for addressing complaints of discrimination. The procedure can be accessed at [www.monroeisd.us](http://www.monroeisd.us) or a copy can be requested from the Human Resources Office at the above address.