

**2025-2026**

# **MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**



## **NON-INSTRUCTIONAL** *Evaluation Procedures Manual*

*Updated: September 25, 2025*

# **Non-Instructional Evaluation Procedures Manual**

## ***2025-2026 School Year***

### **PURPOSE OF THIS MANUAL**

An evaluation is an important growth tool for both employees and administrators. Monroe County Intermediate School District (MCISD) has selected MASA's School ADvanced Non-Instructional Performance Review rubrics. The evaluation process is designed to provide specific and timely feedback to employees on key performance indicators. The purpose of such feedback is to recognize staff for their accomplishments and contributions to MCISD along with a means to identify possible areas of growth.

### **EVALUATION PROCESS**

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 needed) 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 their 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); and
  - 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.

## EVALUATION COMPONENTS

### Checklist on Standards for Success

Staff and supervisors will follow the appropriate Checklist in Standards for Success (SFS). There are separate checklists for non-Supervisors and supervisors.

### Self- Assessment

Staff will complete the self-assessment each year as a guide for developing a Professional Growth Plan for the year.

### Professional Growth Plan

Staff and supervisors will develop three (3) specific performance goals to assist in improving effectiveness.

### Effectiveness Ratings

For the 2025-2026 school year, the Non-Instructional/Non-Supervisor performance evaluation rubric contains 13 performance indicators, as follows:

Indicator	Weight
Dependability	7.7%
Quality of Work	7.7%
Job Knowledge	7.7%
Response to Challenges	7.69%
Ethics and Integrity	7.69%
Cooperation with Coworkers	7.69%
Interactions with Coworkers	7.69%
Handling of Concerns	7.69%
Professionalism	7.69%
Leadership	7.69%
Initiative	7.69%
Creativity	7.69%
Productivity	7.69%
<b>Total</b>	<b>100%</b>

For the 2025-2026 school year, the Non-Instructional/Supervisor performance evaluation rubric contains 17 performance indicators, as follows:

Indicator	Weight
Dependability	5.88%
Quality of Work	5.88%
Job Knowledge	5.88%
Response to Challenges	5.88%
Ethics and Integrity	5.88%
Cooperation with Coworkers	5.88%
Interactions with Coworkers	5.88%
Handling of Concerns	5.88%

Professionalism	5.88%
Leadership	5.88%
Initiative	5.88%
Creativity	5.88%
Productivity	5.88%
Supervision	5.89%
Vision	5.89%
Systems and Processes	5.89%
Capacity Development	5.89%
<b>Total</b>	<b>100%</b>

Each indicator has a performance level, from highest to lowest, of: (1) effective; (2) developing; and (3) needing support. Effectiveness rating is determined based on the following finalization:

	<b>Effective</b>	<b>Developing</b>	<b>Needing Support</b>
<b>Evaluation Score</b>	3.0-2.5	2.49-1.5	1.49-0.00

#### **TIMELINES**

<b>Date</b>	<b>Task</b>
October 1	Staff will complete the appropriate Self-Assessment in SFS.
October 1	Staff will completed a Professional Growth Plan in SFS.
June 1	Completed evaluation due.

#### **ADDITIONAL INFORMATION**

The evaluation process is completed through the online, web-based Standards for Success (SFS). The website can be found [here](https://www.standardsforsuccess.com).<sup>1</sup> SFS has multiple PDFs available under the “[Support](#)” tab<sup>2</sup> on its website to provide guidance and assistance.

#### **NOTICE OF NONDISCRIMINATION**

The MCISD Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or familial status, military status, ancestry, genetic information, or on any other basis prohibited by law in its programs and activities, including employment opportunities. The following person has been designated to serve as MCISD’s Civil Rights Coordinator:

<sup>1</sup> <https://www.standardsforsuccess.com>

<sup>2</sup> <https://educationadvanced.atlassian.net/wiki/spaces/EVKB/overview>

**Anya Lusk**

*Assistant Superintendent for Human Resources & Legal Counsel  
Title IX Coordinator / Civil Rights Coordinator / FOIA Coordinator*

1101 S. Raisinville Rd.

Monroe, Michigan 48161

734-322-2640

[anya.lusk@monroeisd.us](mailto:anya.lusk@monroeisd.us)

For further information, including the contact information for the Office of Civil Rights, see Board of Education Policy 1422 – *Nondiscrimination and Equal Employment Opportunity* [here](#).<sup>3</sup>

---

<sup>3</sup> <https://go.boarddocs.com/mi/monroeisd/Board.nsf/goto?open&id=DK9QHC678FFC>