

FIT Academy Charter School

Goal Setting & Evaluation Process for Non-Licensed Personnel

This does not include licensed teachers or the Executive Director.

Non-licensed personnel will meet with the Executive Director or designee to establish their professional goals in the Fall and evaluation in the Spring. This process will include:

GOAL SETTING: Scheduled in the Fall

1 - Review of Job Description: This will include reviewing assignments, responsibilities, and expectations. The employee will be asked to bring forward any questions or concerns that they may have at this time.

2 – Establishing of Professional Goals:

- Developing one SMART goal (Specific, Measurable, Attainable, Realistic, and Timely) (SMART) related to their professional responsibilities
- Developing one SMART goal related to promoting the school's mission, vision, and culture
- For positions that require regular and daily work with children, the staff will also develop a SMART goal that is related to working with students
- As part of goal development, staff will establish at least 3 action items for each goal to help them get on track for achieving the goal in question

Following the meeting, the staff person will return a written document outlining the professional goals to the Executive Director within 5 school days. The goals will be filed in the staff member's personnel file.

EVALUATION: Scheduled in the Spring

1 – Performance Self-reflection: The employee will write a self-reflection scoring themselves on a scale of 1-4 for each element in their job description

2 – The Executive Director or assigned supervisor will perform an evaluation consisting of coring on a scale of 1-4 for each element of the job description.

3 – The Executive Director and employee will review their scores and the executive director will finalize the scoring sheet based on this conversation. The final scoresheet will be used at the Frmal Evaluation Document to be filed in the employee's file. The employee has the right to appeal the evaluation based on criteria and the process outlined in the document entitled "Appeal of Employee Evaluation".

4 – The staff person will complete a self-reflection on each of the SMART Goals established in the Fall

5 – The staff person and reviewer will establish a recommended plan of action moving forward

Appeals Process: The staff person may appeal the make-up of the peer reviewers but must do so by emailing the Executive Director prior to the evaluation taking place. The staff person may also appeal the outcome of the evaluation in following the board's established grievance policy.