



Petersburg City Public Schools

Professional Development Plan for Support Personnel

Introduction

The Professional Growth and Performance Plan for Support (classified) Personnel is an annual process that provides structure for professional growth and performance accountability. For the purpose of this evaluation tool, support (classified) personnel are defined as employees who hold non-teaching or non-administrative positions. The purpose of the Professional Growth and Performance Plan for Support Personnel is to establish a comprehensive system for developing, evaluating, retaining and recognizing high-quality support staff in all schools and offices. The Professional Growth and Performance Plan consists of two parts: 1) an annual professional growth component and 2) an bi-annual performance evaluation component.

The Professional Growth and Performance Plan was developed to enhance employee performance in practice by involving employees in identifying their professional growth needs and by providing specific, useful feedback on their performance. This process is based on the following beliefs:

- The process should define clear, consistent expectations and support continuous learning
- The process should be a professional growth experience based on trust and mutual respect
- The process should foster collaboration among the employee, administrator, and peers
- The process should provide multiple way of developing and documenting skills and knowledge
- The process should engage employees and supervisors in reflective and active involvement to enhance the overall work environment

Components:

Employee Performance Responsibility Review and Professional Development Plan
Performance Responsibilities Appraisal
Record of Conference
Request to Change to Structured Development Plan
Structured Development Plan

Purpose:

The Petersburg City Public Schools Professional Development Plan (PDP) will provide opportunities for continuous development for staff members and quality education for all students. Professional growth and development are best achieved in an environment marked by mutual respect, teamwork, and trust. This development plan empowers personnel to make responsible decision about their own growth and holds them responsible for analyzing their performance and facilitating learning and the students they serve.

PROCESS:

1. **PROFESSIONAL GROWTH:**

At the beginning of each year, Supervisors will meet with Support Personnel to discuss expectations, set goals for professional growth and develop the *Employee Performance Responsibility Review and Professional Development Plan* form. The PDP for Support Personnel should be completed **no later than October 1.**

If "Needs Improvement" is noted, a detailed explanation must be provided.

2. **PERFORMANCE EVALUATION:**

The *Performance Responsibilities Appraisal Forms*(Form B) must be completed for all support personnel **twice a year:**

1. no later than **December 30** of each year
2. no later than **May 31** of each year.

As part of the Performance Review, the Supervisor will conference with the employee to discuss progress made on the *Professional Development Plan* and overall employee performance. A Record of Conference Form should be completed for each conference.

Copies of the *Professional Development Plan*, *Performance Responsibilities Appraisal Form*, the *Record of Conference form* must be kept on file at the school. **The original copies should be submitted to the Human Resources Department according to the timelines established.**

IMPORATANT: All Professional Development Plans, Performance Responsibilities Appraisal Forms and Record of Conference forms for Support Personnel must be submitted to the Human Resources Department no later than May 31.

Structured Development Plan

If after documenting performance problems, an employee continues to experience employment difficulties, a Structured Development Plan should be developed. Administrators should submit a Request to Change to Structured Development Plan to the Director of Human Resources prior to meeting with the employee.

Timeline for Professional Growth and Performance Plan for Support Personnel

The Professional Growth and Performance Plan timeline shall be **July 1, or the beginning contracted date, to June 30**. The cycle and activities within the cycle are as follows:

Beginning of year/evaluation cycle:

- Supervisor will meet with the employee to review the performance standards and expectations and discuss areas of strength and needs for growth. At least two goals will be determined to support the employee's professional growth.
- The Employee Responsibility Review and Professional development Plan is completed, signed and dated by the employee and the supervisor
- Copies of the Employee Responsibility Review and Professional development Plan are kept by the supervisor and the employee.
- The original Employee Responsibility Review and Professional Development Plan should be completed and submitted to HR **by October 1**.

Mid-Year:

- The employee and supervisor will meet to discuss the progress made to date on the PDP and determine if any additional support is needed or if progress is adequate.
- Adjustments may be made as deemed appropriate by the supervisor including placement on a Structured Development Plan.
- Supervisor conducts a Performance Review on the employee using the Performance Responsibilities Appraisal Form.
- The form is signed and dated by the employee and the supervisor.
- A Record of Conference form is completed, signed and dated and kept by the supervisor and the employee.
- Copies of the Performance Responsibilities Appraisal Form are kept by the supervisor and the employee.
- The original Performance Responsibilities Appraisal Form is to be submitted to HR **by December 30**.

End of Year/evaluation cycle:

- The employee and supervisor will meet to discuss the progress made on the PDP.
- Supervisor conducts a Performance Review on the employee using the Performance Responsibilities Appraisal Form.
- The form is signed and dated by the employee and the supervisor.
- A Record of Conference form is completed, signed and dated and kept by the supervisor and the employee.
- Copies of the Performance Responsibilities Appraisal Form are kept by the supervisor and the employee.
- The original Performance Responsibilities Appraisal Form is to be submitted to HR **by May 31**.
- Goals for the next year are set

Ongoing:

If an employee exhibits inconsistent or unsatisfactory performance, he or she may be placed on a Structured Development Plan that specifies actions the employee must take to improve and a timeline for those action *The supervisor may make a recommendation concerning continued employment at any time during the Structured Development Plan**.

**Decisions regarding extension of the Plan, continuation in a position, or continued employment with the school division may be made at the end of the established deadlines for completion of the Plan.*



Petersburg City Public Schools

Performance Responsibilities Appraisal

For Support Personnel

(Form B)

Name _____ Employee Identification Number _____

Position _____ Location _____

Incumbent Employee

New Employee

1. PUNCTUALITY

Employee is reliably available for work at beginning of work day. Employee accurately fulfills time commitment, i.e., appointments, schedules, etc.

Exceeds Expectations

Meets Expectations

Needs Improvement

2. JUDGEMENT

Employee displays sound, logical reasoning in interpersonal relationships in the performance of duties and in emergency situations. Employee serves as a role models and acts in the best interest of students and adults. Employee handles confidential information appropriately.

Exceeds Expectations

Meets Expectations

Needs Improvement

3. RESPONSIVENESS TO SUPERVISOR

Employee responds positively to feedback for improvement and accepts constructive criticism of performance.

Exceeds Expectations

Meets Expectations

Needs Improvement

4. INITIATIVE

Employee is willing to define and implement the details required to accomplish broadly assigned task and operates efficiently with a minimum of supervision.

Exceeds Expectations

Meets Expectations

Needs Improvement

5. CONTACT WITH OTHERS/COOPERATION

Employee demonstrates acceptable interpersonal behaviors and models the actions and behaviors that reinforce the expected instructional outcomes for students (courtesy, manners, honesty, and respect for self and others).

Exceeds Expectations

Meets Expectations

Needs Improvement

6. KNOWLEDGE OF WORK

Employee exhibits and practices skills required for accomplishment of assigned tasks.

Exceeds Expectations

Meets Expectations

Needs Improvement

7. QUALITY OF WORK

Employee's work assignments are completed in conformity with accomplishments of assigned tasks.

Exceeds Expectations

Meets Expectations

Needs Improvement

8. EFFICIENCY AND RESPONSIVENESS IN CARRYING OUT DUTIES

Employee’s assigned tasks are accomplished within established and/or accepted time frames within the limit of available resources.

- Exceeds Expectations Meets Expectations Needs Improvement

9. COMMUNICATION SKILLS

Employee consistently exhibits the oral and written skills to express personal ideas, opinions, and finding-of-facts in a clear and concise manner.

- Exceeds Expectations Meets Expectations Needs Improvement

10. RECORDS AND REPORTS

Employee maintains, in a neat, accurate and prompt manner, the records and reports required by organizational directives, policies, and/or procedures. Employee’s record keeping is accomplished thoroughly, legibly, and within the established time expectations.

- Exceeds Expectations Meets Expectations Needs Improvement

11. ATTENDANCE

Employee gives sufficient advance notice when required to be away from work site.

- Exceeds Expectations Meets Expectations Needs Improvement

Employee Signature * _____

Date _____

Supervisor Signature _____

Date _____

*Employee signature does not imply agreement with the appraisal. It is an acknowledgement that the appraisal has been discussed with and reviewed by the employee. If employee disagrees with the appraisal, he/she may attach appropriate comments.



**Petersburg City Public Schools
Employee Performance Responsibility Review
and Professional Development Plan
for
Support Personnel**

(Form A)

Name: _____

Employee Identification Number: _____

Position: _____

Location: _____

Employee's Area of Development

Select an area for professional development and state how you plan to accomplish it.

Supervisor's Suggested Areas of Development:

Supervisor's Commendations:

Employee's Signature

Date

Supervisor's Signature

Date



Petersburg City Public Schools Professional Development Plan

Record of Conference

Name: _____
School: _____

Employee Identification Number _____
Assignment _____

Commendation /other comments:

Recommendations:

Employee's Signature

Date

Supervising Administrator's Signature

Date



Petersburg City Public Schools Professional Development Plan

REQUEST TO CHANGE TO STRUCTURED DEVELOPMENT PLAN

I request that _____ be placed on the structured growth plan for the following reasons:

(Please briefly describe the reason for requesting the change in the Professional Development Plan, including your monitoring procedures up to this date.

Submit to the Director of Human Resources before discussion with employee.

Supervisor's Signature

Date



Structured Development Plan

Target Staff:

- Employees identified by supervisors as needing assistance to meet division standards

Description:

The Structured Development Plan affords the opportunity for Support Personnel to have a plan for continuous development resulting in improvement. The standard to be addressed will be approved by the evaluator and should closely reflect the Performance Responsibilities.

Procedures:

- Identify the need or interest
- Develop draft plan to include goals, strategies, and timelines
- Meet with employee to review, discuss, and approve plan
- Implement plan
- Summarize progress
 - Interim conference
 - Final conference with written summary provided by the employee to the Supervisor

Role of Supervisor:

- Oversee the development of a structured growth plan based on need or interest.
- Assist, support, and provide informative feedback in a narrative document including suggestions and commendation. Formative feedback will be provided during the interim and final conferences

Role of Employee:

- Implement the prescribed plan and provide a brief written summary of growth prior to the final conference.

