PERSONNEL EVALUATION PROCESS

All administrative and support, classified, and para-professional personnel are evaluated annually by their supervisor. All approved evaluation instruments are posted at www.VISD.com and copies of CD-ROMs containing all approved instruments are located in each campus principal’s office.

Evaluations are due in the Personnel Office by the last working day of July. Evaluations for year-round campuses are due within one week of the last working day of the summer session.

A list of all personnel to be evaluated and the supervisor who evaluates them along with the date of their last evaluation will be provided by the Personnel Director to the Superintendent of Schools by the last working day of August. If questions exist regarding the responsibility of evaluation, the job description of the person being evaluated should be reviewed. On each job description, the person who evaluates that position is noted.

Failure to complete personnel evaluations in a timely manner will be documented on the supervisor’s personnel evaluation.

Effective: July 2003
Office Responsible: Personnel