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INTEROFFICE MEMORANDUM

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TO: BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.  
ASST. SUPT/HUMAN RESOURCES

SUBJECT: NEW EDUCATIONAL SUPPORT EVALUATION MANUAL

DATE: 04/16/2013

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Attached is our new Evaluation Manual for Educational Support Employees. This document is the result of a committee (listed on page 5) that has met several times to work out a system for these employees that includes many of the changes already being used in our Instructional and Administrative Evaluations. Student and Parent Surveys and Student Assessment Scores will now be used as part of all employee evaluations. If you approve this document it will become effective with the 2013-2014 school year.

Some areas of interest you might want to review include:

Page 2	Memo of Understanding – to be signed by Mrs. Coleman if the Board approves this document
Pages 5-12	Overview of how the evaluation process works and a description of the evaluation instrument
Pages 75-80	Sample evaluation with numbers to help see how the math works at arriving at a final evaluation score

If you have any questions concerning this document please call me at (850) 983-5030.