

## CLASSIFIED & NON-TEACHING PROFESSIONAL APPRAISALS

### OVERVIEW

Austin ISD has separate appraisals for the following non-teaching personnel.

- Classified Employee Appraisal Plan
- Non-Teaching Professional Appraisal Plan

#### **Classified Appraisal Rubric**

- Rubric that covers 10 domains:
  - Quantity
  - Quality
  - Knowledge of Job and Equipment
  - Utilization of Materials and Equipment
  - Personal Relations/Customer Service
  - Dependability/Reliability
  - Communication
  - Resourcefulness
  - Safety and Security
  - Supervisory/Executive Ability
- A probationary plan option is available if instructed by Human Resources that this is required.

#### **Non-Teaching Professional Appraisal Rubric**

- Rubric that covers 6 domains:
  - Planning and Productivity
  - Resource Management
  - Professionalism
  - Professional Growth and Development
  - Communication
  - Organizational Morale and Improvement
- Additional Job Specific Duties (if applicable)

### ADDITIONAL INFORMATION:

- Appraisal targeting begins in October with plans available to access in November.
- We recommend starting the process on March 1st by entering tentative evaluations into the HCP that can be shared and finalized at a later date.
- Any new employee with a hire date of March 1st or after will not need an appraisal for the year.
- For in-district transfers, an employee who transfers from one campus/department to another will need an appraisal completed by their former supervisor if the transfer date is on or after March 1st. If before March 1st, the new supervisor will complete the appraisal.
- Although there is no required training for appraisers of classified and non-teaching professional employees, they should be administrators who have supervisory rights to professionally evaluate classified and non-teaching professional staff. Exceptions are only made in rare circumstances.

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For more information, please visit <https://www.austinisd.org/tad/educator-effectiveness/other-staff-appraisals>