

# NON-TEACHING PROFESSIONAL APPRAISALS

## OVERVIEW

Austin ISD has a separate appraisal for classified personnel.

### 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://sites.google.com/austinisd.org/eqnonteachappraisals/home>