




<b>STAFF EVALUATION</b>		<b>EFFECTIVE DATE 1/1/2018</b>
<b>PROCESS</b>		
		<b>SIGNATURE</b> 
<b>SOP</b>	<b>9.1</b>	
		<b>PROPOSED BY</b> <u>General Counsel</u>

**PURPOSE**

The purpose of the STAFF EVALUATION PROCESS is to annually evaluate all staff of Charter School Specialists and ensure staff meet established objectives in a satisfactory and adequate manner. The STAFF EVALUATION PROCESS also provides guidance for collecting and analyzing evidence to select professional development activities for CSS staff. Performance evaluations are used to evaluate each staff's current performance, areas for improvement, goals and objectives and ensure staff's professional development and training is aligned to CSS sponsoring responsibilities. The goal is for all staff to reach a superior level where their job performance easily exceeds job requirements and they are operating at the highest level.

**SCOPE**

The STAFF EVALUATION PROCESS applies to all CSS staff.

**PROCEDURE**

The STAFF EVALUATION PROCESS follows these steps to evaluate staff:

1. In January of each year, the management team shall review and revise the performance review template;
2. Each manager shall distribute the template to their staff no later than January 31 of each year and advise staff members that evaluations shall occur in December.
3. Throughout the year, managers collect evidence and analyze data relative to the performance review template and professional development activities.
4. This data may be collected through:
  - a. Individual Meetings with staff
  - b. Weekly Email Updates sent by staff
  - c. Performance at department meetings



- d. Performance at all staff meetings
  - e. Daily interaction with co-workers
  - f. Stakeholder input
  - g. CSS Staff Evaluation Survey results
  - h. Details from staff resumes
  - i. Goals from the CSS Strategic Plan
  - j. School performance data
5. By November 1 of each year, each manager will create a preliminary performance review of all staff in their department.
  6. During the month of November, the management team will meet and review the preliminary performance review for each employee.
  7. Final performance reviews will be shared with staff in December during an individual meeting with their manager.
  8. During each review, staff members will be provided with areas for development, goals and objectives and a future professional development and training plan that aligns with the CSS strategic plan and sponsoring responsibilities.
  9. A copy of each employee's review shall be placed in his/her personnel file.

### **DOCUMENTATION / VERIFICATION**

All STAFF EVALUATION PROCESS documents will be saved individually by each manager on their P drive.

### **DOCUMENT HISTORY**

Orig. Date January 2018

Rev. November 2018

### **REVIEW AND APPROVAL**

Reviewers of the STAFF EVALUATION PROCESS are as follows:

Reviewed By: Management Team

Date: 11/19/18

Approved By: President: David L. Cash, Jr.

Date: 11/19/18

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The STAFF EVALUATION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.