

PERFORMANCE EVALUATION OF MEMBERS OF THE LUNCH HOUR MONITORS ASSOCIATION

The contract between the School Committee and the Lunch Monitors Association provides for both annual and interim evaluations of the performance of all employees represented by the Association. The evaluation process relates to the duties and responsibilities of the employee's position, as set forth in the employee's job description.

I. ROLES AND RESPONSIBILITIES

The principal/head or school or assistant principal shall be responsible for the evaluation of the performance of all lunch hour monitors.

A supervisor's failure to address the job performance problems of their staff through the performance evaluation process represents unacceptable performance for which the supervisor will be held accountable.

Further, a supervisor will also be performing unsatisfactorily if an underperforming staff member is given a satisfactory rating and then encouraged to transfer to another school or department. A supervisor who does this will be held accountable as part of their performance evaluation.

At the end of each evaluation year, the Evaluator should retain copies of all evaluations and send the originals of all evaluations

to the Office of Human Resources.

II. EVALUATION

Preliminary Procedures

At a reasonable time period after the start of the school year, the principal/assistant principal shall meet with the lunch hour monitors for the purpose of explaining the evaluation program and answering questions. The evaluation instrument will be reviewed during this meeting.

After the evaluation has been presented to the employee, the signed evaluation form must be submitted to the Office of Human Resources.

Interim Evaluations

All lunch hour monitors shall receive an Interim evaluation at least once, or as required for the efficient running of the school. All interim evaluations should be conducted no earlier than February 1st each year.

Annual Evaluations

Annual evaluations must be completed no later than the last day of school each year.

Evaluation Completion

Every interim and annual evaluation must result in a mark for each appropriate item on the evaluation form. In any area where the supervisor indicates a need for improvement, they will provide the evaluatee with a written prescription. The diagnosis and subsequent prescription should be fully descriptive and

instructive, suggesting specific remedies or recommendations for adoption by the evaluatee.

Evaluation Conference

Within ten (10) school days following the completion of an evaluation, the evaluator shall meet with the evaluatee for the purpose of discussing the evaluation. At this meeting, the evaluatee will be shown their written evaluation and will sign it to indicate having seen it and to acknowledge that it will be placed in their personnel file, but not to indicate agreement or disagreement with the evaluation results.

A copy of the evaluation shall be provided to the evaluatee. The evaluatee will be allowed to attach their comments to the evaluation. An evaluatee whose overall performance has been judged unsatisfactory shall be notified in writing and shall meet directly with the evaluator.¹

III. RATINGS

The performance evaluation process should provide each employee with an appraisal of their strengths and identify areas in need of improvement. The employee will be evaluated on each standard within the various categories. There are three possible ratings:

E - EXCELLENT:	The employee's performance of the duties and responsibilities of their position exceeds
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¹ See Section V: Procedures for Unsatisfactory Evaluations for more information on this process.

expectations.

S - SATISFACTORY: The employee's performance of the duties and responsibilities of their position meets expectations.

U - UNSATISFACTORY: The employee has failed to meet expectations and their performance of the duties and responsibilities of their position needs improvement.

IV. PROCEDURES FOR UNSATISFACTORY EVALUATIONS

If an evaluatee receives an annual overall Unsatisfactory evaluation, plus an interim Unsatisfactory evaluation, the supervisor may initiate termination by recommending to the Superintendent that such employee be terminated.

If the first evaluation is Unsatisfactory, it will be followed by a second evaluation no less than twenty-five (25) days in which the lunch monitor is present and no more than fifty (50) days in which the lunch monitor is present.

If the second evaluation is Unsatisfactory, the lunch monitor will be given ten (10) school days to improve their performance. During these ten (10) school days following the second evaluation, the evaluator must informally evaluate the lunch monitor, but is not required to formally observe the employee or make any record of this evaluation.

Should the lunch monitor's performance not improve within the ten (10) days following an Unsatisfactory second evaluation, the monitor may be recommended for dismissal to the superintendent.

V. PROCEDURES FOR DISCIPLINE

If an Evaluator determines that an employee has committed an infraction of work rules such as excessive tardiness, absences, etc., the supervisor should follow the procedures outlined in the Superintendent's Circular on Employee Discipline Procedures.²

Additionally, the supervisor should consider the infraction in evaluating the evaluatee's overall performance.

² Also refer to Superintendent Circular (HRS-PP10) Employee Discipline Procedures. at this link:

www.bostonpublicschools.org/domain/1884

VI. Summary of significant dates and deadlines:

Date	Activity
Shortly after the start of a school year	Review job description and evaluation instrument. Sign cover page to acknowledge meeting
No later than Feb. 1	Complete first Interim evaluation; to be conducted no earlier than 15 school days after the start of the school year.
No later than the last day of school	Deadline to complete annual evaluation. Send signed, original copies of evaluations to: Bruce C. Bolling Municipal Building Office of Human Resources Attn: HRFront Desk 2300 Washington Street, 4th floor Roxbury, MA 02119

For more information about this circular, contact:

Owner:	Director of Evaluation and Performance Management
Department:	Office of Human Resources
Mailing Address:	2300 Washington Street, 4th Floor, Boston, MA 02119
Email:	eval@bostonpublicschools.org ohc@bostonpublicschools.org

Mary Skipper, Superintendent

BOSTON PUBLIC SCHOOLS

PERFORMANCE EVALUATION FOR LUNCH HOUR MONITORS

Name _____ Empl ID# _____

School _____

Evaluator _____

	<u>Permanent</u>		<u>Provisional</u>		<u>Substitute</u>
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Last Overall Rating _____

E= Excellent S= Satisfactory U= Unsatisfactory

Evaluation procedure and form reviewed on (Date): _____

Acknowledged (Evaluator): _____

Acknowledged (Lunch Monitor): _____

Category (check the applicable rating box for each category)	E	S	U
Maintains safety and order during lunch and recess.			
Maintains appropriate schedule for lunch and recess.			
Performs ordinary school tasks as directed and performs the work accurately.			

Category (check the applicable rating box for each category)	E	S	U
Comes to work on time and maintains good attendance.			
Works productively during all scheduled work hours and continues work in the absence of supervision.			
Knows the work and organizes appropriately.			
Uses good judgment.			
Abides by rules and regulations and complies with oral and written instructions.			
Communicates effectively and in a constructive way with students and the school's staff.			
Works harmoniously with others and maintains a high level of professionalism.			
Treats students with respect, fairness, and consistency.			
Accepts constructive criticism.			
Overall Rating:			

Evaluator's Signature

Date

Lunch Hour Monitor's Signature

Date

Evaluator's Comments:

Evaluee's Comments: