



Superintendent's Circular

NUMBER:
HRS-PM04
Version 01

PERFORMANCE EVALUATION OF NON-DESE- LICENSED BTU SPECIALISTS, BTU CENTRAL OFFICE ADMINISTRATORS AND OTHER BTU PROFESSIONALS

Below is the evaluation instrument for BTU employees in roles which do not require licensure by the Massachusetts Department of Elementary and Secondary Education, in accordance with 603 CMR 35.00, et seq, or where otherwise agreed upon by BPS and BTU.

Summary of significant dates and deadlines:

Date	Activity
June 1	Deadline for completion of annual evaluations.
June 15	Deadline for signed, original copies of evaluation form (below/attached) to be submitted to: Bruce C. Bolling Municipal Building Office of Human Resources Attn: OHC Front Desk 2300 Washington Street, 4th floor Roxbury, MA 02119
July 1 to June 30	The evaluation year of non-DESE-licensed BTU Employees.

For more information about this circular, contact:

Name:	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 FORM
NON-DESE-LICENSED BTU SPECIALISTS, BTU CENTRAL OFFICE
ADMINISTRATORS AND OTHER BTU PROFESSIONALS**

Name of Employee _____ Empl No. _____

Position _____ Dept./Level _____

Evaluator _____ Prior Rating _____

Check One: ☐ Interim ☐ Year end

The administrator/professional will be rated on each standard within the various categories. There are two possible ratings:

Satisfactory (S): The performance of the administrator/professional meets the standards and expectations of the school department.

Unsatisfactory (U): The administrator/professional fails to meet the standards and their performance, as measured against these standards, is unsatisfactory.

The evaluator will place a check or an X in the box under the rating that describes the administrator/professional's performance on that standard. Any rating of "Unsatisfactory" must be accompanied by a description of the problem and prescription for improvement on the attached sheet. In the event a particular standard does not apply, record "NA" for not applicable. An overall evaluation of "Unsatisfactory" or "Satisfactory" must be given and recorded below.

Overall Rating: ☐ Satisfactory ☐ Unsatisfactory

Signature of Evaluator _____ Date ____/____/____

Signature of Employee _____ Date ____/____/____

The employee's signature indicates that they have received the evaluation and acknowledges it will be placed in their personnel file, but it does not denote agreement with its contents.

1. INSTRUCTIONAL LEADERSHIP ROLE	S	U
Develop plans for the effective delivery of services.		
Monitors the quality and/or quantity of services provided.		
Assesses operations and recommends or makes changes as necessary.		
Completes all required reports thoroughly, clearly, accurately, and on time.		
Works cooperatively with Central Office, Cluster Office, and school personnel		
Collaborates with external agencies as necessary.		
Communicates, implements, and monitors compliance with policies and procedures of the School Department and external agencies as appropriate.		
Demonstrates sound fiscal judgment in budgetary decisions.		
Provides staff with leadership, orientation and training as required.		
Acts in accordance with prescribed organizational structure.		
Organizes and coordinates own activities and those of staff.		
Ensures compliance in area of responsibility with policies, procedures, and contractual obligations of the School		

Department, and all legal mandates.		
Demonstrates ability to analyze and use information in decision-making process.		
Explains performance standards, duties and responsibilities and evaluates staff in accordance with School Department policies.		
Maintains all appropriate records required for the operation of the unit.		
Exercises sound judgment in the performance of one's duties		
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Communicates accurately and effectively.		
2. PROFESSIONAL ROLE	S	U
Carries out responsibilities in a professional manner.		
Maintains regular attendance and punctuality.		
Attends conferences, seminars, workshops, and activities that contribute to one's professional growth and development.		
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Utilizes appropriate resources to effectively carry out professional responsibilities.		
Demonstrates receptivity to constructive suggestions related to professional role and responds appropriately.		
Maintains professional demeanor.		
Performs additional job-related tasks and functions assigned to them.		

List additional mutually agreed upon standards or objectives, if any.

NOTES OF OBSERVATION

(Use additional pages if necessary)

**DESCRIPTION OF THE PROBLEM AND PRESCRIPTION FOR
IMPROVEMENT**

(Use additional pages if necessary)

1. Description of the problem:

Prescription:

2. Description of the problem:

Prescription:

3. Description of the problem:

Prescription:

General Comments (use additional pages if necessary):

Employee's Comments (use additional pages if necessary):