

WASHOE COUNTY SCHOOL DISTRICT
Human Resources

PERFORMANCE EVALUATION PROCEDURE
Education Support Professionals

1. All Education Support Professional (ESP) employee evaluations are completed in MyPGS following the procedures and due dates laid out below.
2. Administrators are responsible for evaluating ESP employees who are under their supervision.
 - a. An ESP Supervisor may assist in the evaluation process for employees who report to them (i.e., an SFC over a custodian).
 - b. A Dean may assist in the evaluation process for post-probationary, effective employees who consent to the Dean's participation (consent form available on MyPGS Resources).
3. While recommended, the Self-Assessment and Goal Setting activities are optional, at the discretion of the Administrator.
4. ESP employees new to the district will serve a probationary period of nine (9) months. New employees are evaluated three times during the probationary period: Once by the end of three (3) months of employment, once by the end of six (6) months of employment, and once by the end of nine (9) months of employment.
 - a. If an ESP employee transfers to a job with a new title during their initial probation, the employee must restart probation from their new position start date.
5. ESP employees who are post-probationary and promote or transfer to a new position with a different job title will serve a probationary period of six (6) months. These employees are evaluated within three (3) months of their new position start date and by the end of six (6) months of their position start date.
6. Post-Probationary status is granted to the ESP employee at the end of their probationary period unless probation is formally extended by the Administrator.
7. The Administrator may extend the probationary period of an ESP employee if the employee's performance is less-than-effective and additional review time is required.
 - a. The probationary period of an employee is extended up to a total of three (3) months, with a new performance evaluation completed at that time.
 - b. Please see MyPGS Resources for full guidance on extending probation.
8. Post-Probationary ESP employees will be evaluated annually, due by May 31st each year.
9. At the discretion of the Administrator, unscheduled observations may be conducted at any time for ESP employees. Artifacts and feedback should be entered into MyPGS.
10. The Administrator and ESP employee shall electronically sign and date the evaluation in MyPGS to indicate that an evaluation conference has been held and that the employee has had an opportunity to read the evaluation.
 - a. The employee's signature acknowledges the evaluation has been completed and does not necessarily indicate that the employee agrees with the contents of the evaluation.
11. If an ESP employee wishes to make a written response to the evaluation, the employee must enter the response in the appropriate section of their evaluation within MyPGS. These comments will be considered an official part of the Annual Evaluation.