



A Community of Learners

Informational Memo: 17-18 Summative Educational Support Personnel Performance

TO: School Board
Superintendent Kocanda

FROM: Daniel P. Ryan
Assistant Superintendent for Professional Learning, Human Resources

May 22, 2018

Background

The School Board annually reviews the performance overview for District employees. This report is specific to the Educational Support Personnel (ESP). This employee group includes all who are not certified teachers or administrators. For The Winnetka Public Schools this includes associates, nurses, entrance monitors, secretaries, District office staff, and technology support staff.

The District implemented a new merit pay system for all Educational Support Personnel this year. In the fall of 2017 all Support Personnel were given copies of their job descriptions by their evaluating supervisor. Both the supervisor and the support personnel reviewed and revised job descriptions to best reflect the roles and responsibilities associated with their jobs. All Educational Support Personnel were informed of this new system that would allocate salary increases based upon their evaluative ratings.

Summary

For the 2017-18 school year, one hundred four (95) ESP staff were evaluated. Of the 95 employees who were evaluated, 78% received an "Excellent" rating, 21% earned a "Proficient" rating, 1% received a "Needs Improvement" rating, and 0% received an "Unsatisfactory" rating. In comparison, for the 2016-17 school year, one hundred eight (104) ESP staff were evaluated. Of the 104 employees who were evaluated, 71% received an "Excellent" rating, 29% earned a "Proficient"