

**Office of the Superintendent**

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**Purpose**:     Follow-up Communication from the ESP Evaluation and Process Information Webinar

**INFORMATION ONLY**

**To**:              All ESP Office Staff Members

**From:**         Alisa DeSart, Executive Director of Evaluation and Leadership Development

**Cc:**              Dr. Pfeiffer, Deputy Superintendent

David Brower, Chief Human Resources Officer

Learning Improvement Officers

Principals and Assistant Principals

Shannon McCann, FWEA President

Michelle Hayes, ESP Representative

Dear ESP Office Staff Members,

I hope you are doing well!  The purpose of this email is to follow-up regarding the ESP evaluation and process webinar that was held last Wednesday, October 21st.

The evaluation documents that were referenced in the webinar are attached to this email and also located in the ESP Microsoft Teams folder.  Also in the Microsoft Teams folder is the October 21st recorded webinar for your reference.  Thank you to those who were able to participate!  We appreciated the questions we received via the chat box – the questions and answers are listed below:

1. **Where can job descriptions be found?**  HR emailed the new job descriptions to ESP staff in August.  If you have additional questions, please contact your HR SSC for your area:
* Area 1 and ESC = Megan Ristine
* Area 2 = Desiree Brown
* Area 3 and Nutrition Services = Chris Benz
* Area 4, Transportation and Maintenance & Operations = Amanda Michaels

1. **We know that our evaluation will now be located in the PIVOT online platform will we be able to go back and see our evaluation in PIVOT?** Yes, your supervisor will provide you a copy.  Attached are the directions to access and digitally sign your evaluation in Pivot.

1. **Does the new ESP evaluation include elementary Office (Clerical) Assistants/Health Service Assistants?**  If they serve the majority of their work hours as the office (clerical) assistant, then they will be evaluated on the new ESP evaluation form. If they serve the majority of their work hours as the health services assistant, then they will be evaluated on the PSE evaluation form.  Please contact your HR SSC for your area for further clarification.

1. **Where can we get a copy of the goal setting sheet?**  The goal-setting document is attached to this email and also located in ESP Microsoft Teams

1. **Will there be classes offered that align with the indicators?** The indicators describe levels of performance for the ESP staff member work already being done as described in the job descriptions.  Questions about how this applies to your job duties should be first addressed with your supervisor.    should be addressed with your supervisors.  As a part of our annual PD survey, we will include topics related to the work as described in the evaluation tool.

1. **Who is the supervisor of the librarian assistant?**  The school principal or assistant principal

1. **Is it appropriate to ask the supervisor if there are areas they think we need to be more skilled in?**Yes, the goal-setting process is collaborative between you and your supervisor.  Your supervisor will guide and support you your areas of growth based on the competencies and indicators.

1. **How extensive will the training be for the Supervisors?**All supervisors will be trained including drop-in Zoom training sessions, written communication and additional 1:1 support.

1. **What if there is a disagreement about the evaluation between the supervisor and employee?**The ESP evaluation rubric provided is a data point for the supervisor and ESP staff member to use to identify the performance level of indicators.   If a supervisor has not seen the evidence, the ESP staff member has the ability to provide additional evidence based on the rubric.  Staff members are encouraged to have conversations with their supervisors based on the rubric and evidence to develop a shared understanding.  Article 18 of the FWEA-ESP CBA describes the evaluation process.

1. **Are things like Imagine academy still available for things like Excell. Etc?** Yes

Sincerely,

***Alisa DeSart***

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*“Leadership is not an affair of the head.  Leadership is an affair of the heart.” – James M. Kouzes, The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations*