Special Instructions for Appraisals of Campus-Based Non-Teacher Employees

Campus appraisers will not be responsible for the appraisal of the following:

- Speech Therapists
- Evaluation Specialists
- Psychologists
- Social Workers
- Custodial Staff
- Food Services Staff
- Police Department Personnel
- Crossing Guards
- Associate Teachers

These non-teacher employees will be appraised by their department supervisors if an appraisal is required.

Non-Teacher Appraisals of Librarians, Nurses, Magnet Coordinators and Counselors

As in previous years; librarians, nurses, counselors and magnet coordinators will be appraised by campus appraisers in alignment with department goals established by their Central Office Department. The department goals for these employees have already been entered. Principals will not need to enter goals for employees in these four categories.

Department Goals for Librarians:
Goal 1: Campus librarians will provide a minimum of 5 professional development opportunities at their campus during the 2016-17 school year.

Goal 2: Campus librarians will promote literacy through a variety of reading motivation activities and increase student participation by 10% in at least two of the following district supported activities: Name That Book, Real Men Read, Gulf Coast Reads, Jumpstart Read for the Record and Summer Reading. This includes collaboration with the Houston Public Library.

Goal 3: Campus librarians will increase their knowledge of the following; online resources, emerging technologies, Web 2.0, automation software support, HUB usage, Power Up, and print resources by attending trainings on the aforementioned technologies.

Department Goals for Nurses:
Goal 1: Within the first 30 calendar days of the start of the school year or the hire date, the School Nurse will utilize the electronic health record to generate a report of students with chronic health conditions.

Goal 2: Within the first 60 calendar days of the start of the school year or the hire date, the School Nurse will implement measures to promote a safe environment by developing health care plans and emergency plans for 90% of students diagnosed as at risk for a life threatening event.

Goal 3: By May 1, the School nurse will reduce unresolved hearing and vision screening follow-up from the previous school year by 10% as documented on the Annual State Screening Report.

Department Goals for Magnet Coordinators:
Goal 1: Enrollment Goals – the magnet coordinator will work to meet agreed upon enrollment goals for the school.

Goal 2: Data Quality – The magnet coordinator will maintain in an orderly manner all necessary records and ensure compliance with local and state standards.

(Magnet Coordinator continued on page 2)
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**Goal 3:** Attrition Rates – The magnet coordinator will work to reduce attrition rates as measured by the percent of magnet students entering grade levels who do not graduate from the highest grade-level in the program.

**Goal 4:** Office of School Choice – the magnet coordinator will attend 100% of recruitment events and coordinator meetings as scheduled at the beginning of the school year.

**Goal 5:** Diversity – the magnet coordinator will positively impact through recruitment, education, and outreach the diversity of the applicant pool and a proportionate acceptance rate of seat offerings.

**Goal 6:** Strengthen Family and Community Partnerships – the magnet coordinator will work to develop and enrich the interaction between families, the community, and the school’s magnet program.

**Department Goals for Guidance Counselors:**

**Elementary School Goals:**

**Goal 1:** Complete a needs assessment by September 16, 2016, to gather information from students, parents/guardians, faculty, and administration to build a yearly plan by September 23, 2016, based on the feedback provided from the stakeholders.

**Goal 2:** Create college and career awareness by implementing activities that include, but are not limited to, college and career day, guest speakers, online resources, district departments, and community partners.

**Goal 3:** Adhere, support and comply to the middle school campuses needs assessment which is based on the topics counselors selected at Job Alike as the highest needs on their campuses. Counseling specialists will submit assessment findings as requested. The purpose of the needs assessment is to build a meaningful guidance curriculum that speaks to the particular needs of campus and informs a counselor’s practice.

**Middle School Goals:**

**Goal 1:** Create and maintain a comprehensive counseling program that includes guidance curriculum, responsive services, individual student planning and system support components. Submit annual counseling plan to district office by September 23, 2016. Annual counseling plan is based on campus needs assessment.

**Goal 2:** Meet 100% Endorsement-Personal Graduation Plans and Chancery endorsement entry for all 8th grade students: 50% completion by January 20, 2017, and 100% completion by April 3, 2017.

**Goal 3:** Before the end of the school year, meet 100% completion of HB18 with 7th and/or 8th grade students to include instruction on: the creation of a high school personal graduation plan, the distinguished level of achievement graduation plan, endorsements, college readiness standards, potential career choices and the education needed to enter those careers.

**Goal 4:** Adhere, support and comply to the middle school campuses needs assessment which is based on the topics counselors selected at Job Alike as the highest needs on their campuses. Counseling specialists will submit assessment findings as requested. The purpose of the needs assessment is to build a meaningful guidance curriculum that speaks to the particular needs of campus and informs a counselor’s practice.

**High School Goals:**

**Goal 1:** Complete 100% audit of transcripts for every senior on campus by December 1, 2016, and May 1, 2017, to ensure seniors are on track with graduation requirements.

**Goal 2:** All students under the Foundation Graduation Plan will have a complete PGP-Endorsement on file by April 3, 2017.

**Goal 3:** Complete a FASFA application for all students eligible to attend a 2 or 4 year post-secondary program by the end of the student’s senior year of high school.