

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 401.11AR Adopted April 1988 Revised September 2016

Title Position Evaluation

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1. **Criteria** - When the duties for a new position are defined or when the duties and/or qualifications of an existing position increase or decrease significantly, the position may be evaluated to determine the value of the position in comparison to other positions in the district
2. **Initiating Evaluation of a New Position** - The evaluation process for a new position shall be initiated by the supervisor of that position.
  - 2.1 The supervisor of a new position shall prepare a position description and complete District Procedure 401.11P, Recommendation for Evaluation of New or Changed Position, and submit them to the supervisor's principal or director.
  - 2.2 The materials will then be shared with the appropriate district-level director who, if he/she agrees with the recommendation, will send the material to the Director of Human Resources who will convene the appropriate committee to evaluate the position.
3. **Initiating Evaluation of an Existing Position** - The position evaluation process for an existing position may be initiated by the supervisor of the existing position, or by the person in the existing position.
  - 3.1 A person in an existing position or the supervisor of an existing position who believes that the duties and/or qualifications of that position have increased or decreased significantly may initiate a request for re-evaluation of the position.
  - 3.2 If the supervisor agrees that the existing position should be re-evaluated, the supervisor, with assistance from the employee in the position, shall prepare a current position description and complete District Procedure 401.11P, Recommendation for Evaluation of New or Changed Position, and submit them to the supervisor's principal or director.
  - 3.3 If the supervisor directly responsible for the position does not agree that an existing position should be re-evaluated, the employee in the position may appeal the request to re-evaluate the position to the supervisor's principal or director by providing a written statement of the required duties and/or qualifications which have significantly changed. If the principal or district-level director supports re-evaluation of the position, the supervisor, with assistance from the employee in the position, shall prepare a current position description and complete District Procedure 401.11P, Recommendation for Evaluation of New or Changed Position, and submit them to the supervisor's principal or director.

- 3.4 The materials will then be shared with the appropriate district-level director who, if he or she agrees with the recommendation, will send the material to the Director of Human Resources who will convene the appropriate committee to re-evaluate the position.

4. **Position Evaluation Committee**

- 4.1 For all bargaining unit positions, except those in the principals' bargaining unit, the committee shall consist of one District Office administrator, the Director of Human Resources and one representative from each of the following bargaining units: principals, teachers, bus drivers/chaperones/crossing guards, food service, custodial and secretarial/clerical.
- 4.2 For all non-union positions and positions in the principals' bargaining unit, the committee shall consist of the same District Office administrator as in section 4.1, the Director of Human Resources, the District Office director to whom the position reports and, if a principals' unit position is being evaluated, the same member of the principals' unit as in section 4.1.

5. **Evaluation Results** - Once the position is evaluated, the Director of Human Resources will notify the appropriate District Office director to whom the position reports and the Superintendent of the committee findings.

- 5.1 When a non-union position is evaluated, the Director of Human Resources will assign the appropriate salary classification and range in accordance with the committee findings.
- 5.2 When a union position is evaluated, the Director of Human Resources will request the Superintendent consider the committee's findings on the value of the position in comparison with other positions in the same bargaining unit in subsequent wage negotiations.