



Estill County Schools

Classified Employee Performance Evaluation

Forms and Procedures

July 2021

**Jeff Saylor
Superintendent**

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CLASSIFIED PERSONNEL EVALUATION PLAN

Estill County Schools
253 Main Street
Irvine, KY 40336
606-723-2181

Jeffery Saylor
Superintendent

Classified Personnel Evaluation Plan Development Committee Members

Custodial Gene Harrison	Nutrition Services Belinda Puckett	Health Services Erika Adams	Transportation Laura Freeman
Maintenance Todd Reece	Adm. Assistants Lavelle Tipton	Finance Angie Howell	FRYSC Michael Flynn
Other Teresa Dawes	Instructional Serena Beard	Peggy Bryant	Vicki Puckett

Estill County Schools
Policy 03.28 AP.1
Classified Employee Evaluation Process

Each classified employee shall be evaluated at least once each year by April 15th. This evaluation shall be performed by the principal or immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation with each employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

Classified Personnel Defined

"Classified employee" means an employee of a local district who is not required to have certification for his/her position as provided in KRS 161.020.

Procedure

1. All "classified employees" employees shall be evaluated one time per year and the evaluation shall be completed by April 15th.
2. Each employee will receive a copy of the evaluation document and an explanation of the evaluation process within thirty (30) days of reporting for employment.
3. The immediate supervisor (or designee) to the employee will be responsible for completing the evaluation and having a conference with the employee regarding the evaluation.
4. The employee will be given a copy of his/her evaluation and shall have the opportunity for a written response to his/her evaluation. The employee will be responsible for submitting the written response to the supervisor, to be included with the evaluation and placed in the personnel folder at the work location.
5. Any classified employee whose performance is not satisfactory at any point, or who receives a "does not meet" rating on the evaluation, will work with the supervisor to develop an individual corrective action plan.
6. All employees shall have the right to appeal his/his evaluation.
7. Employee evaluations shall be kept in the employee file.

Evaluation Appeal

A classified employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Superintendent/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Superintendent/designee shall prepare and forward to the employee and the employee's supervisor a written response to the appeal.
5. All information relating to the employee's evaluation shall be placed in the employee's appropriate personnel file.
6. Time limits set for in this section shall be extended by the written mutual agreement of the employee and the Superintendent.

Classified Performance Ratings

The evaluator will rank the employee on the following performance indicators:

Exemplary	Employee's performance is outstanding, consistently exceeding the objective and requires minimal supervision.
Proficient	Employee's performance is good, often exceeding the objective. The employee willingly accepts responsibility and requires only infrequent supervision.
Developing	Employee's performance is adequate, usually accomplishing the objective. The employee follows instructions and requires normal supervision.
Ineffective	Employee's performance is unacceptable and is substantially below expectations. The employee rarely accomplishes the objective even with frequent supervision and direction.

Instructional

(Assistants, FMD Assistants)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Instructional Assistant
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Learn child guidance principles and practices				
2. Communicate and maintain effective relationships with students, parents, staff and community members				
3. Perform routine clerical duties in support of classroom activities				
Print and write legibly				
Add, subtract, multiply and divide quickly and accurately				
Understand and follow oral and written directions				
Learn procedures, functions and limitations of assigned duties				
Communicate effectively both orally and in writing				
Learn to apply and explain policies and procedures related to school and program activities				
Work cooperatively with others				
Monitor, observe, and report student behavior according to approved policies and procedures				
Operate instructional and office equipment				

Performance Measures	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
Individual Performance				
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
--

EMPLOYEE RESPONSE

We hereby acknowledge that a conference has been conducted, this evaluation discussed, and a copy has been provided to the employee whose signature does not indicate agreement with content. In the event the employee disagrees with this evaluation, a letter expressing the nature of disagreement may be submitted to the Human Resources Department & Evaluator within ten (10) working days of receipt.

Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: FMD Instructional Assistant
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Works individually or in small groups of students with a disability, reinforcing and implementing instruction as directed by the teacher; maintains records of student progress.				
2. Prepares and organizes lessons as directed by the teacher.				
3. Participates as a member of an instruction team; develops appropriate relationships with parents and team members; serves as a resource person to the student personnel evaluation team.				
4. Take initiative without being told.				
5. Monitors and reports behavior of students according to approved procedures; reports progress regarding student performance and behavior; checks and assists students with lab work as necessary				
6. Performs routine clerical duties such as preparation of instructional and classroom materials and maintains classroom records.				
7. Assists students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the bathroom and others; assists students in getting on and off the bus.				
8. Assures the health and safety of students by following health and safety practices and regulations.				
9. Directs group activities of students as assigned; assists in monitoring lunchroom and playground activities as assigned; assists in emergency drills, assemblies, play periods field trips and CBI.				
10. Changes student/s who defecate/urinate (i.e., wash students and dress in clean clothes). Transports student/s to restroom and/or nurse's office as needed				

11. Uses safe physical management strategies and procedures.				
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Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluator: _____ **Date:** _____

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Custodial

(Custodian)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Custodian
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Cleans offices, classrooms, restrooms, corridors, windows, and walls as required by assignment (waste, water fountains, sinks, fixtures, floors, and glass).				
2. Safely operates electric sweepers, floor machines, wet/dry vacuums, etc. as scheduled.				
3. Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products.				
4. Keeps buildings and premises (sidewalks, driveways, lawn) neat, clean and free of trash/debris.				
5. Cooperates and works closely with the lead custodian (where assigned).				
6. Performs additional work in accordance with established standards, methods, and practices.				
7. Performs other duties as assigned by the appropriate supervisor.				
8. Replaces light bulbs and HVAC filters as needed and/or as scheduled.				
9. Keeps an inventory of supplies and equipment. Submits a request to supervisor in a timely and efficient manner for replacements.				
10. Evaluates assigned work area daily to ensure safe conditions and reports unsafe conditions to supervisor immediately.				
11. Dresses appropriately for duties and wears proper safety equipment while performing duties (support belt, glasses, gloves, etc.)				

12. Assumes responsibility for opening/closing buildings, shutting windows, leveling shades, securing doors, and turning lights off as needed.

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Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
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2. Quantity of Work: Produces sufficient amount of work				
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Nutrition Services

(Director, School Manager, Cook)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Food Service Director
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Accomplishes performance objectives in such a way as to successfully complement district and department/school goals.				
2. Organizes individual/department work in a way which best serves the purpose of the department and goals of the district				
3. Maintains efforts to reach department goals.				
4. Practices effective time management and meets deadlines.				
5. Maintains a healthy attitude toward change and remains open to new ideas.				
6. Expects, supports, and sets examples for excellence.				
7. Shares information that is timely and appropriate and is available as a professional resource.				
8. Communicates effectively, orally, and in writing both within and outside the school district.				
9. Is aware of potential conflict areas and handles situations in a manner that prevents conflicts.				
10. Is punctual to and maintains regular attendance at work and meetings.				
11. Maintains effective interpersonal relationships with peers, supervisors, other stakeholders, and the community.				
12. Complies and adheres to district policies , administrative procedures, and the professional code of ethics.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

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Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: School Nutrition Manager
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Manages, coordinates and oversees the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and Federal laws, regulations and safety and sanitation procedures				
2. Estimates and orders amount of food and supplies needed; monitors and controls expenditures; maintains assigned budget.				
3. Directs, assigns, schedules and evaluates food service personnel; conducts training sessions for new employees.				
4. Inspects lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.				
5. Plans work schedules and coordinates daily work for efficient use of labor; receives calls from employees and calls substitutes as necessary.				
6. Expects, supports, and sets examples for excellence.				
7. Trains and assists employees in the proper handling of foods, corrects use and care of equipment and in maintaining high standards of sanitation and safety.				
8. Maintains, prepare and reviews a variety of menu production records, inventories, logs and reports; accumulates data and input information into a computer as appropriate and file documents as necessary.				
9. Is aware of potential conflict areas and handles situations in a manner that prevents conflicts.				
10. Is punctual to and maintains regular attendance at work and meetings.				
11. Maintains effective interpersonal relationships with peers, supervisors, other stakeholders, and the community.				

12. Complies and adheres to district policies, administrative procedures, and the professional code of ethics.				
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Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

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Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Cook
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Prepares and cooks a variety of dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods				
2. Assists in determining appropriate quantity of food items for cooking and baking; adjust and extends recipes as needed; maintain food quality standards including appearance, and nutritional requirements				
3. Monitors temperatures of food to assure safety and quality standards are met; monitors water temperatures to assure proper temperature for sanitizing.				
4. Serves food according to established guidelines and replenishes serving containers as needed; serves and sells lunch items to faculty.				
5. Cleans cafeteria equipment, utensils and appliances and store food supplies; assures compliance with kitchen sanitation and safety procedures and regulations; cleans refrigerators and storerooms as required.				
6. Assists in storing unused food and supplies; dispose of unusable leftovers; utilizes proper methods of handling foods to be stored.				
7. Operates a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.				
8. Trains and provides work direction to others.				

9. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.				
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Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
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Evaluator: _____ **Date:** _____

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Health Services

(Coordinator, C.M.A./L.P.N./R.N.)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Health Coordinator
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Accomplishes performance objectives in such a way as to successfully complement district and department/school goals.				
2. Organizes individual/department work in a way which best serves the purpose of the department and goals of the district.				
3. Maintains efforts to reach department goals.				
4. Practices effective time management and meets deadlines.				
5. Maintains a healthy attitude toward change and remains open to new ideas.				
6. Expects, supports, and sets examples for excellence.				
7. Shares information that is timely and appropriate and is available as a professional resource.				
8. Communicates effectively, orally, and in writing both within and outside the school district.				
9. Is aware of potential conflict areas and handles situations in a manner that prevents conflicts.				
10. Is punctual to and maintains regular attendance at work and meetings.				
11. Maintains effective interpersonal relationships with peers, supervisors, other stakeholders, and the community.				
12. Complies and adheres to district policies , administrative procedures, and the professional code of ethics.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
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Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: L.P.N./C.M.A.
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Administers CPR, first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems to students and school employees as needed.				
2. Conducts height, weight, vision, hearing, scoliosis and other health screenings as required; provides screening for head lice and observes students on a regular basis to detect health needs				
3. Refers students to appropriate personnel, resources or clinics and follows-up as necessary.				
4. Maintains health records and medical logs; updates immunization and student records as needed; prepares and submits periodical medical reports for appropriate organizations or District personnel and assures compliance with established laws and regulations				
5. Dispenses and retains medication and performs medical treatment in accordance with physician's instructions within District guidelines.				
6. Communicates with various community health agencies and civic organizations to exchange information, and obtains student needs such as medication, glasses, hearing aids and clothing as needed.				
7. Provides information and makes recommendations to principals, substitutes, teachers and parents regarding health issues of students.				
8. Makes home visits as required; authorizes readmission to school				
9. Maintains stock of first aid supplies; assures medical equipment is in proper working condition; orders supplies and equipment as needed.				
10. Performs other assignments consistent with the position assigned as may be requested by the immediate supervisor and/or Superintendent of Schools				
11. Maintains current knowledge of medical advances and information, public health issues and treatment procedures.				

12. Participates in in-service training programs, attends committee meetings and conferences regarding health service and health curriculum.				
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Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
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6. Communication: Communicates effectively, appropriately, and treats others with respect				
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

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Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: R.N.
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Administers CPR, first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems to students and school employees as needed.				
2. Conducts height, weight, vision, hearing, scoliosis and other health screenings as required; provides screening for head lice and observes students on a regular basis to detect health needs				
3. Refers students to appropriate personnel, resources or clinics and follows-up as necessary.				
4. Maintains health records and medical logs; updates immunization and student records as needed; prepares and submits periodical medical reports for appropriate organizations or District personnel and assures compliance with established laws and regulations				
5. Dispenses and retains medication and performs medical treatment in accordance with physician's instructions within District guidelines.				
6. Communicates with various community health agencies and civic organizations to exchange information, and obtains student needs such as medication, glasses, hearing aids and clothing as needed.				
7. Provides information and makes recommendations to principals, substitutes, teachers and parents regarding health issues of students.				
8. Makes home visits as required; authorizes readmission to school				
9. Maintains stock of first aid supplies; assures medical equipment is in proper working condition; orders supplies and equipment as needed.				
10. Performs other assignments consistent with the position assigned as may be requested by the immediate supervisor and/or Superintendent of Schools				
11. Maintains current knowledge of medical advances and information, public health issues and treatment procedures.				

12. Participates in in-service training programs, attends committee meetings and conferences regarding health service and health curriculum. Conducts training for students, parents and school staff as required.				
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Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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EMPLOYEE RESPONSE

We hereby acknowledge that a conference has been conducted, this evaluation discussed, and a copy has been provided to the employee whose signature does not indicate agreement with content. In the event the employee disagrees with this evaluation, a letter expressing the nature of disagreement may be submitted to the Human Resources Department & Evaluator within ten (10) working days of receipt.

Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Transportation

(Director, Bus Driver, Bus Monitor, Mechanic)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Transportation Director
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Plans and coordinates regular and special bus routes to transport students to and from school, athletic events and field trips; resolve student transportation problems with parents, principals and other department personnel.				
2. Reviews bus routes to maintain efficiency and minimize cost.				
3. Develops, implements, and enforces established safety regulations and precautions.				
4. Maintains or assists in maintaining assigned records: receive and process information according to established guidelines and procedures.				
5. Communicates orally or in writing with parents, supervisors, school administrators and department employees on transportation issues.				
6. Assist with in-service and trains assigned personnel				
7. Assist in developing methods to retain employees and promote a positive work atmosphere.				
8. Investigates bus accidents and complies with all district procedures.				
9. Performs other assigned duties and assumes such other responsibilities as may be assigned. Drive a school bus on a regular route on an as needed basis.				
10. Maintains a variety of complex personnel records, time sheets, lists, files and records, including confidential material.				
11. Maintains or assist in maintaining assigned files and records: receive and process information according to established guidelines and procedures				

12. Operates a variety of office equipment such as a computer terminal, Fax machine, copier and calculator as assigned. Operates a two-way radio and records radio communications as required.

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
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9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Bus Driver
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.				
2. Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents that affect the safety of students.				
3. Maintain the bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.				
4. Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.				
5. Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.				
6. Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheelchairs; assist in the loading and unloading of all students.				
7. Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.				
8. Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.				

9. Attend safety and preventive emergency meetings when required. Perform first aid according to established guidelines and procedures.				
10.Observe applicable local, state and federal policies, procedures and guidelines.				
11.Perform related duties as assigned				
12.Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

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Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Bus Monitor
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Develops appropriate relationships with staff, students, and other stakeholders.				
2. Assist the bus driver in maintaining discipline on the school bus; monitor and assist students while bus is in operation.				
3. Consult with and assist bus driver in documentation of student information, recordkeeping and completing route surveys				
4. Assist driver in assuring seat belts, harnesses and wheelchair clamps are secured as required.				
5. Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.				
6. Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.				
7. Maintain current knowledge of Emergency Evacuation procedures.				
8. Assist handicapped children on and off the bus and escort children across the street upon return home; lift children as required; assure responsible adult meets students leaving the bus.				
9. Perform related duties as assigned.				
10. Attend in-service meetings and training courses as assigned.				
11. Maintains a clean and orderly bus daily.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
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EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluator: _____ **Date:** _____

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Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Bus Driver
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.				
2. Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents that affect the safety of students.				
3. Maintain the bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.				
4. Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.				
5. Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.				
6. Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheelchairs; assist in the loading and unloading of all students.				
7. Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.				
8. Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.				

9. Attend safety and preventive emergency meetings when required. Perform first aid according to established guidelines and procedures.				
10.Observe applicable local, state and federal policies, procedures and guidelines.				
11.Perform related duties as assigned				
12.Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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EMPLOYEE RESPONSE

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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Mechanic
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Performs basic mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with established standards for passenger vehicles; complete related maintenance records.				
2. Inspects mechanical defects in school buses, trucks, automobiles, vans, tractors, electric cards and other mechanical equipment as assigned; drives and tests school buses and provides emergency road service to disabled District school buses and vehicles as required.				
3. Disassembles motors and repair, adjusts and replaces parts; reconditions and adjusts ignition and carburetor systems; repairs, fits and adjusts valves, pistons, rings, and bearings; cleans, repairs and replaces carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.				
4. Repairs mechanical defects in a variety of vehicles.				
5. Grinds valves and performs welding; rebuilds equipment as needed.				
6. Repairs and replaces heating and ventilation systems on district vehicles; repairs and maintains exhaust and fuel systems.				
7. Operates a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.				
8. Responds to service calls and performs emergency repairs as needed.				
9. Understands and follows oral and written directions.				

10. Maintains routine records.				
11. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Maintenance

(Maintenance Director, Maintenance Worker,
Computer/Network Maintenance)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Maintenance Director
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Leads, plans, assign, inspect and participate in maintenance and repair work of school facilities; trains assigned employees.				
2. Coordinates and directs the work of skilled and semi-skilled trades people in one or more craft areas; distributes parts and materials as needed; orders parts and materials.				
3. Inspects work in progress to see that proper maintenance methods are being followed and standards maintained; assures safety of the workers and safety precautions are observed in and around the work site.				
4. Implements work schedules and inspects completed work; renews work orders for time and material requirements. Meets schedules and time lines consistently				
5. Responds to emergency call-ins as required.				
6. Performs skilled work in a variety of maintenance trades as needed.				
7. Reports safety, sanitary, asbestos and fire hazards to the Building Principal and the General Director for Operations.				
8. Performs related duties as assigned.				
9. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.				
10. Communicates effectively both orally and in writing.				
11. Understands and follows oral and written directions.				

12. Dresses appropriately for duties and wears proper safety equipment while performing duties

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Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
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EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Maintenance Worker
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Performs semi-skilled to skilled maintenance, repairs construction of District buildings and equipment in one or more of the building maintenance trades including locksmith, carpentry, electrical, painting, plumbing, heating and air conditioning.				
2. Assists journey-level trade workers and maintenance personnel with a variety of maintenance, repair and construction; perform independently on less difficult projects and assignments as assigned.				
3. Assists locksmith to install, adjust, repair and replace locks and door hardware; inspects locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records				
4. Assists in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.				
5. Dresses appropriately for duties and wears proper safety equipment while performing duties				
6. Assists in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replaces broken toilet seats, flush valve diaphragms, seals and gaskets; clean plugged drains, stop leaks, adjusts water pressure and clean work area upon completion of work.				
7. Assists in the installation, repair and replacement of carpet, floor and ceiling tiles, repairs blinds and shades; installs dispensers and repair or install bathroom stalls.				

8. Assists in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electrical clocks, washing machines, dryers, refrigerators and other small appliances.				
9. Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.				
10. Operates a wide variety of tools and equipment including motor vehicles, fork lift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in the building maintenance trades.				
11. Performs related duties as assigned. Responds to emergency call-ins as required.				
12. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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EMPLOYEE RESPONSE

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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Computer/Network Maintenance
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Performs general maintenance tasks, troubleshoot and repair computer systems and peripheral equipment and other technology devices for the purpose of keeping equipment functioning properly				
2. Updates basic computer hardware and software installations for the purpose of keeping the technology running efficiently				
3. When necessary, escalates problems to a higher level of support. (Vendor Contact)				
4. Represents the District in a professional and business-like manner while assisting and communicating effectively with staff and students.				
5. Responds to questions on requests for help, repairs, and/or updates by phone or email with the purpose of providing excellent customer service				
6. Works as a team member with other technical staff members to ensure a timely response and problem resolution to end users.				
7. Maintains a high level of confidentiality regarding student and staff information.				
8. Maintains records related to work performed.				
9. Works independently with little direction.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
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EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

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Administrative Assistants

(Adm. Assistants I, II, III, Office Clerk, Adm. to Superintendent)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Adm. Assistant to Superintendent
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Prepares reports by gathering and organizing data from a variety of sources.				
2. Works confidentially with discretion.				
3. Analyzes situations accurately and adopts an effective course of action.				
4. Communicates effectively both orally and in writing.				
5. Works efficiently with many interruptions.				
6. Operates a variety of office equipment including computer terminals, calculator, typewriter, copiers, etc.				
7. Make arrangements for meetings and conferences.				
8. Maintains a variety of files, records and logs.				
9. Provides work direction to others as assigned.				
10. Responds to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.				
11. Trains and provides work direction to departmental clerical support staff as assigned; monitors office workflow and assures compliance with established timelines, procedures and standards of quality.				

12. Perform related duties as assigned.

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Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
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EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Adm. Assistant I
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Demonstrates knowledge of job responsibilities and office procedures.				
2. Performs a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative matters.				
3. Maintains and updates files and records in a timely, accurate and organized manner, with attention to ease of retrieval.				
4. Handles and responds to work related correspondence, calls, and other communication courteously.				
5. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.				
6. Responds promptly and cooperatively to requests for information or assistance.				
7. Displays attention to detail, avoids errors, and strives to assure accuracy.				
8. Demonstrates initiative and resourcefulness.				
9. Performs public relations and communications services for the Principal.				
10. Maintains accurate financial and statistical records.				
11. Trains and provides work direction to others.				
12. Works confidentially with discretion.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
--

EVALUATORS COMMENTS/OTHER REMARKS
--

EMPLOYEE RESPONSE

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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Adm. Assistant II, III, Office Clerk
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Demonstrates knowledge of job responsibilities and office procedures.				
2. Performs clerical duties such as filing, duplications, typing and maintaining routine records.				
3. Maintains and updates records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment, with attention to ease of retrieval.				
4. Handles and responds to work related correspondence, calls, and other communication courteously.				
5. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.				
6. Responds promptly and cooperatively to requests for information or assistance.				
7. Displays attention to detail, avoids errors, and strives to assure accuracy.				
8. Demonstrates initiative and resourcefulness.				
9. Works confidentially with discretion				
10. Assures the timely distribution and receipt of records, reports and bulletins as directed.				
11. Duplicates items; packages and distributes completed correspondence and other materials.				
12. Receives, sorts and distributes incoming and outgoing mail.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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EMPLOYEE RESPONSE

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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Finance

(Director, Payroll, Accounts Payable)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Finance Director
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Accomplishes performance objectives in such a way as to successfully complement district and department/school goals.				
2. Organizes individual/department work in a way which best serves the purpose of the department and goals of the district.				
3. Maintains efforts to reach department goals.				
4. Practices effective time management and meets deadlines.				
5. Maintains a healthy attitude toward change and remains open to new ideas.				
6. Expects, supports, and sets examples for excellence.				
7. Shares information that is timely and appropriate and is available as a professional resource.				
8. Communicates effectively, orally, and in writing both within and outside the school district.				
9. Is aware of potential conflict areas and handles situations in a manner that prevents conflicts.				
10. Is punctual to and maintains regular attendance at work and meetings.				
11. Maintains effective interpersonal relationships with peers, supervisors, other stakeholders, and the community.				
12. Complies and adheres to district policies , administrative procedures, and the professional code of ethics.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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EMPLOYEE RESPONSE

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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Finance Payroll
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Adheres to the established inter-department timelines.				
2. Works confidentially with discretion				
3. Analyzes situations accurately and adopt an effective course of action.				
4. Communicates effectively both orally and in writing.				
5. Works efficiently with many interruptions.				
6. Operates a variety of office equipment including computer terminals, calculator, typewriter, copiers, etc.				
7. Maintains a variety of files, records and logs.				
8. Provides work direction to others as assigned.				
9. Responds to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.				
10. Trains and provides work direction to departmental clerical support staff as assigned; monitors office workflow and assures compliance with established timelines, procedures and standards of quality.				
11. Perform related duties as assigned.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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EMPLOYEE RESPONSE

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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Finance Accounts Payable
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Adheres to the established inter-department timelines.				
2. Works confidentially with discretion				
3. Analyzes situations accurately and adopt an effective course of action.				
4. Communicates effectively both orally and in writing.				
5. Works efficiently with many interruptions.				
6. Operates a variety of office equipment including computer terminals, calculator, typewriter, copiers, etc.				
7. Maintains a variety of files, records and logs.				
8. Provides work direction to others as assigned.				
9. Responds to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.				
10. Trains and provides work direction to departmental clerical support staff as assigned; monitors office workflow and assures compliance with established timelines, procedures and standards of quality.				
11. Perform related duties as assigned.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

FRYSC

(Coordinator, Assistant)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: FRYSC Coordinator
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Is knowledgeable about the resources in the community and establishes personal contact with the agencies that the families will be using on a regular basis				
2. Establishes a strong, working relationship with the school staff, works with the teaching staff when they have a concern about the home environment of a particular child.				
3. Provides information to parents about the opportunities/services in the community in a friendly, supportive fashion.				
4. Make home visits as necessary to support program objectives.				
5. Work closely with those parents who have chosen educational and job-related training and those who request support as they attempt to make real changes in their lives. This includes doing whatever it takes to help parents' complete opportunities that they have begun.				
6. Recruits and makes timely and effective referrals to the agencies, services, and training opportunities available to the parents. This includes helping parents enroll, and identifying and removing barriers				
7. Works with the school staff, administrators and parents to plan and participate in events that are for the community, families and children.				
8. Works with the Advisory Council, to determine what data to gather, to prepare quarterly reports, to do on-going evaluation, and to modify the objectives of the program to better meet the needs of the families.				
9. Meets regularly with building administrators to maintain open lines of communication.				
10. Implements program rules, regulations, requirements and restrictions.				

11. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.				
12. Performs other duties consistent with the assigned position as may be requested by immediate supervisor and/or Superintendent of Schools.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
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9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: FRYSC Assistant
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Is knowledgeable about the resources in the community and establishes personal contact with the agencies that the families will be using on a regular basis				
2. Establishes a strong, working relationship with the school staff, works with the teaching staff when they have a concern about the home environment of a particular child.				
3. Provides information to parents about the opportunities/services in the community in a friendly, supportive fashion.				
4. Make home visits as necessary to support program objectives.				
5. Work closely with those parents who have chosen educational and job-related training and those who request support as they attempt to make real changes in their lives. This includes doing whatever it takes to help parents' complete opportunities that they have begun.				
6. Recruits and makes timely and effective referrals to the agencies, services, and training opportunities available to the parents. This includes helping parents enroll, and identifying and removing barriers				
7. Works with the school staff, administrators and parents to plan and participate in events that are for the community, families and children.				
8. Works with the Advisory Council, to determine what data to gather, to prepare quarterly reports, to do on-going evaluation, and to modify the objectives of the program to better meet the needs of the families.				
9. Meets regularly with building administrators to maintain open lines of communication.				
10. Implements program rules, regulations, requirements and restrictions.				

11. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.				
12. Performs other duties consistent with the assigned position as may be requested by immediate supervisor and/or Superintendent of Schools.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
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8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Other

(Community Education/PR Director)

Estill County Schools
CLASSIFIED SUMMATIVE EVALUATION

Name:	Position: Community Ed./PR Director
Location:	Date:
Evaluator:	Position:

Performance Responsibilities	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Accomplishes performance objectives in such a way as to successfully complement district and department/school goals.				
2. Organizes individual/department work in a way which best serves the purpose of the department and goals of the district.				
3. Maintains efforts to reach department goals.				
4. Practices effective time management and meets deadlines.				
5. Maintains a healthy attitude toward change and remains open to new ideas.				
6. Expects, supports, and sets examples for excellence.				
7. Shares information that is timely and appropriate and is available as a professional resource.				
8. Communicates effectively, orally, and in writing both within and outside the school district.				
9. Is aware of potential conflict areas and handles situations in a manner that prevents conflicts.				
10. Is punctual to and maintains regular attendance at work and meetings.				
11. Maintains effective interpersonal relationships with peers, supervisors, other stakeholders, and the community.				
12. Complies and adheres to district policies , administrative procedures, and the professional code of ethics.				

Individual Performance	Ratings			
	<i>Exemplary</i>	<i>Proficient</i>	<i>Developing</i>	<i>Ineffective</i>
1. Quality of Work: Performs quality Work.				
2. Quantity of Work: Produces sufficient amount of work				
3. Responsibility: Accepts and fulfills job responsibilities				
4. Initiative: Takes appropriate initiative in work situations				
5. Cooperation: Cooperates with fellow workers and supervisor, "Goes the extra mile."				
6. Communication: Communicates effectively, appropriately, and treats others with respect				
7. Dependability: Demonstrates dependability by following instruction				
8. Attendance: Maintains a good attendance record by being present every day, being on time, and by not leaving early				
9. Safety: Practices approved and prescribed methods of safety				
10. Professional Development: Participates in professional development activities designed to improve job performance				
11. Customer Service: Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly and helpful				

EMPLOYEE STRENGTHS

RECOMMENDATION(S) FOR PROFESSIONAL GROWTH
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EVALUATORS COMMENTS/OTHER REMARKS
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EMPLOYEE RESPONSE

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Evaluatee: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Classified employees can appeal this summative evaluation as set forth in 03.28 AP.1 and Classified Personnel Evaluation Plan.

Forms

Evaluation Appeal

Corrective Action

**CLASSIFIED PERSONNEL
Evaluation Appeal Form**

I _____ have been evaluated by _____ during this current school year evaluation cycle. My disagreement with the findings of the evaluation has been thoroughly discussed with my supervisor.

I respectfully request the _____ School District Evaluation Appeals Panel to hear my appeal.

My appeal challenges the evaluations findings on:

- _____ substance
- _____ procedure
- _____ both substance and procedure

The date of the evaluation conference was _____

The date the supervisor was notified of intent to appeal was _____

The rating on the evaluation with which I disagree is _____.

The specific reason(s) that I have are as follows:

Signature _____ Date _____

RELATED PROCEDURES:
03.28 AP.1
03.28 AP.21
Review/Revised:6/16/05

ESTILL COUNTY SCHOOLS
INDIVIDUAL CORRECTIVE ACTION PLAN

The individual Corrective Action plan is developed when an evaluatee receives
 an ineffective rating(s) on the Summative Evaluation
 or when immediate change is required in employee behavior.

**Individual Corrective Action Plan
 for**

Date _____ **Worksite** _____

Rating	Growth Objective/Goal(s) (describe desired outcome)	Procedures & Activities for Achieving Goals & Objectives (including support personnel)	Appraisal Method and Target Dates
		(attach more pages if necessary)	

Evaluatee's Comments: _____

Evaluator's Comments: _____

Individual Corrective Action Plan Developed:		Status: <input type="checkbox"/> Achieved <input type="checkbox"/> Revised <input type="checkbox"/> Continued	
_____	_____	_____	_____
(Employee's Signature)	(Date)	(Employee's Signature)	(Date)
_____	_____	_____	_____
(Employee's Signature)	(Date)	(Employee's Signature)	(Date)