

CLASSIFIED EVALUATION

PERFORMANCE EVALUATION FOR CLASSIFIED STAFF

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(Information completed on this form should be gathered throughout the employment period from specific products and behaviors such as observations, work samples, products, professional development activities, etc. Specific indicators of each performance criteria are the responsibility of the district and/or school personnel.)

Employee Name:

Position:

Location:

Evaluator:

Position:

Location:

Evaluation Period:

Date of Evaluation Conference:

Performance Categories:

Exemplary	In addition to the characteristics of “Meets Expectations,” the employee actively seeks additional opportunities to advance the district/school/department; displays extensive knowledge of the details surrounding tasks and shares that knowledge with others; regularly pursues learning opportunities to improve quality of work.
Meets Expectations	Definitely and consistently performs high quality and quantity of work; shows a high level of initiative, consistently sound judgment, and excellent decision making. The employee in this category will often expand activities beyond normally expected limits, will have recognized and capitalized on additional opportunities to advance the district's/school's interest, and meets all expectations described in the job description.
Developing	Performs most duties in a fully capable manner, meeting the expected criteria the majority of the time for quality and quantity of work; shows initiative and good judgment, and contributes significantly to meeting the overall objectives of the operating group. The employee in this category will respond well to minimal time and attention by the supervisor. The employee's supervisor will identify any areas of performance where there is room for growth.
Needs Improvement	Performs some duties in a capable manner, meeting some objectives, but requiring improvement in either quality or quantity of work to achieve expected performance. The employee in this category may require more than normal time and attention from the supervisor. The employee's supervisor will define both the areas of performance that need improvement and the extent of improvement needed.
Unacceptable	Marginal performance in meeting objectives in either quantity or quality of work suggesting either a lack of motivation or a lack of ability. The employee in this category may respond poorly to normal supervision, requiring excessive time and attention by the supervisor. An employee whose overall performance is evaluated in this category must be placed on probation for a specified period of time.
Not Applicable	The standard does not fall within the employee's job responsibilities

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Standards/Performance Criteria							
1. Effective Communication	Exemplary	Meets Expectations	Developing	Needs Improvement	Unacceptable	Not Applicable	Performance Growth Activities Discussed
1.1 Listens to others, showing consideration to their ideas, answers and opinions							
1.2 Speaks/communicates so others can understand							
1.3 Recognizes need for individual space with others							
1.4 Follows proper channels to address issues and problems							
1.5 Prepares and maintains accurate, neat, and appropriate written reports and communication as requested/needed							
**							
Overall rating for Effective Communication							
2. Time/Resources Management	Exemplary	Meets Expectations	Developing	Needs Improvement	Unacceptable	Not Applicable	Performance Growth Activities Discussed
2.1 Meets assigned time frames as stipulated							
2.2 Assists supervisor and others in effective and efficient use and maintenance of materials/supplies/equipment/resources/funds							
2.3 Adapts behavior to accommodate change in duties/schedules/ environment/climate, etc.							
2.4 Assists with and corrects situations that may be potentially or are dangerous to self, students, co-workers, and others							
2.5 Corrects/manages student/co-worker behaviors (when applicable) in a positive, effective manner							
2.6 Follows directions in an appropriate, accurate and timely manner							
2.7 Coordinates distribution of work loads for maximum efficiency							
2.8 Trains and/or instructs personnel N/A							
2.9 Evaluates personnel objectively on work performance							
**							
Overall rating for Time/Resources Management							

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3. Effective Interpersonal Skills	Exemplary	Meets Expectations	Developing	Needs Improvement	Unacceptable	Not Applicable	Performance Growth Activities Discussed
3.1 Displays respect when dealing with others							
3.2 Shares pertinent information regarding students/parents/staff with appropriate personnel							
3.3 Operates as a "team" member to complete work assignments							
3.4 Maintains appropriate confidentiality regarding students'/parents'/staff behaviors and performances							
3.5 Displays supportive attitude toward students/staff/parents/public							
**							
Overall rating for Effective Interpersonal Skills							
4. Professionalism	Exemplary	Meets Expectations	Developing	Needs Improvement	Unacceptable	Not Applicable	Performance Growth Activities Discussed
4.1 Demonstrates a positive attitude toward acquiring knowledge and skills necessary to perform duties							
4.2 Maintains a positive attitude toward school's/district's mission and goals							
4.3 Maintains professional appearance							
4.4 Participates in required school/ district training							
4.5 Seeks and completes professional growth activities to improve job performance							
4.6 Chooses vocabulary and behaviors that are appropriate models for others							
**							
Overall rating for Professionalism							
5. Job Expectations	Exemplary	Meets Expectations	Developing	Needs Improvement	Unacceptable	Not Applicable	Performance Growth Activities Discussed
5.1 Follows school/district policies and procedures as specified							
5.2 Adheres to district expectations/ criteria outlined in job description of assigned duties							
5.3 Maintains regular, punctual attendance and adheres to work schedule							
5.4 Uses sick and/or leave time appropriately							
5.5 Follows school/district/state safety, health, and operating rules/ regulations							
5.6 Performs other assignments consistent with contract/job description/supervisor expectations							
**							
Overall rating for Job Expectations							

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****If additional Standards/Performance Criteria are added by principal, then an Orientation Meeting must be held. Additional Standards/Performance Criteria may include, but not be limited to, the examples provided on the last few pages.**

Orientation Meeting (if applicable)

Employee:

Signature

Date

Evaluator:

Signature

Date

Summative Evaluation Conference

Employee's Comments:

Evaluator's Comments:

Recommendation: _____Renewal _____Non-renewal _____Non-renewal for Cause*

To be signed after all information above has been completed and discussed:

Employee: ☐ Agree with this evaluation
☐ Disagree with this evaluation

Evaluator Signature

Date

Employee Signature

Date

If the employee wishes to appeal the contents of this evaluation, the employee must state his/her grounds for appeal in writing to his/her immediate supervisor within ten (10) days of the date of the evaluation conference. The employee's appeal to the Supervisor does not guarantee the evaluation will be changed. However, the written appeal will be included with the evaluation in the employee's personnel file.

*Documentation to support non-renewal requests must be forwarded to the Superintendent for final determination of employment status.